



STATE OF HAWAII  
DEPARTMENT OF EDUCATION

## Notice to Parents, Guardians, and Eligible Students: Directory Information

**DIRECTORY INFORMATION** – The *Family Educational Rights and Privacy Act (FERPA)*, a federal law, requires that the Hawaii Department of Education (HIDOE), with certain exceptions, obtain parent, guardian, or eligible student (18 years of age or older or emancipated) consent prior to the disclosure of personally identifiable information from the student’s education records. However, HIDOE may disclose appropriately designated “directory information” without written consent, unless the parent, guardian, or eligible student informs HIDOE in writing that they do not wish the student’s directory information to be released per the “How to Opt Out” section below. The primary purpose of directory information is to allow HIDOE to include this type of information from the student’s education records in certain school publications. Examples include, but are not limited to:

- A playbill, showing the student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s, guardian’s, or eligible student’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture or market class rings or publish yearbooks, and online educational vendors providing assessments or curriculum. HIDOE will release directory information in compliance with federal and state laws, which includes exceptions under FERPA such as audits, approved studies and evaluations, health or safety emergencies, and transfer of education records to the next school, or back to the sending school. Directory information will be listed on a student’s school identification badge if the school requires students to wear identification badges.

HIDOE has designated the following information as directory information:

- Student’s name
- Address
- Telephone number
- Date and place of birth
- Dates of attendance (i.e., enrollment/withdrawal dates)
- Grade (class) level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Awards received, including honors and Certificates of Completion (e.g., diploma)
- The most recent previous educational agency, institution, or school attended
- Graduation date

### HOW TO “OPT OUT”

If a parent, guardian, or eligible student does not want HIDOE to disclose any or all types of information designated above as directory information from the student’s education record without prior consent, then parents, guardians, or eligible students must submit a legibly written and signed request to the school indicating as such. The signed request must indicate whether ALL directory information or specific directory information should not be disclosed. If only specific directory information is not to be disclosed, the signed request must identify the specific directory information that should not be disclosed.

Parents, guardians, and eligible students should be aware that if they chose to opt out of ALL directory information categories, this would prevent the release, without prior consent, to colleges, prospective employers, companies providing class rings or photographs, and to other organization or individuals. The student’s information would be kept out of the yearbook, school newspaper, graduation commencement program, sport activity sheets, honor roll, etc. The parent, guardian, or eligible student would have to consent to each requested release, if such information is released.

Opt out requests will be accepted at any time during the school year and will be effective from the date of receipt at the school (i.e., prior disclosures will remain unless the material which contains the prior disclosure is reprinted). If a parent, guardian, or eligible student does not file an opt out request, student information may be released to the extent that laws, regulations, or policies authorize such disclosure without consent.