



STATE OF HAWAII
DEPARTMENT OF EDUCATION

**Notice to Parents, Guardians, and Eligible Students:
Institutions of Higher Learning Request for Student
Information**

The Every Student Succeeds Act of 2015 (ESSA) requires all local education agencies, including the Hawaii Department of Education (HIDOE) to provide to institutions of higher education, upon their request, the name, address, and telephone number of secondary school students. Although post-secondary institutions of higher learning focus their efforts on high school juniors and seniors, the law allows for the gathering of this information from the broad category of "secondary school students." Secondary school students are defined as students enrolled in middle, intermediate and high schools. In combination elementary/secondary schools, it applies to students in grades 7 through 12 (e.g., K-7, K-8, K-9, K-11, K-12, 7-12). HIDOE may share the names, addresses, and telephone numbers of 11th and 12th grade students with institutions of higher learning to facilitate awarding and/or recruitment of scholarship and/or financial aid opportunities.

If any eligible student (a student who is at least 18 years of age) or the parent/legal guardian of a secondary school student does not want HIDOE to provide the requested information to institutions of higher learning, the eligible student or parent/legal guardian must "opt out" of providing such information. To do this, a legible, signed, and dated written request needs to be submitted to the school office. The request must contain the school name and the student's name. Although not legally required, HIDOE has developed an "opt out" form for institutions of higher learning to facilitate response from eligible students or the parents/legal guardians of students. The form can also be downloaded from the HIDOE web page at <http://bit.ly/FERPAHI>.

If a parent, legal guardian, or eligible student wishes to withhold this information from institutions of higher learning, the parent, legal guardian, or eligible student should file a request for non-disclosure within 10 working days after enrollment, if the student has not been previously enrolled or by September 1. However, requests for non-disclosure will be accepted at any time during the school year. If a request has been submitted after student information has been turned over to institutions of higher learning, the request for non-disclosure will apply to future information HIDOE submits to institutions of higher learning. If a parent, legal guardian, or eligible student does not file a request for non-disclosure, student information may be released to the extent that laws, regulations, and/or policies authorize such disclosures without consent.

The school will keep a copy of your request on file. If an "opt out" for institutions of higher learning was filed with the school in previous school years, the request will be honored until the student leaves HIDOE public school system or until the "opt out" request is rescinded.

Translations of this document are available in 14 other languages at <http://bit.ly/FERPAHI>