



## JUON LAAJRAK IN MELELE NAN

## Wawen Ad Kojparok Melele Ko An Rijikuul

Nan bok melele ko relap lok ikijen jimwe im maron ko an juon rijikuul nan kojparok aolep melele ko an, im wawen an naj jutak kin jimwe ko an, kebaake ritel in jikuul eo ak etal nan::

[bit.ly/FERPAHI](https://bit.ly/FERPAHI)

*Koppan bok jidrikdrik in ej kitbuuji aolep melele ko ilo bok in Kojella eo Nan Aolep Jinen Im Jemen Rijikuul kin Wawen An Jikuul Ko Kojparoki Melele ko an Juon Rijikuul in Kien ilo Hawaii ak Parent Notification & Guide to Student Information Privacy in Hawaii Public Schools.*

### Ta Melele In FERPA?

Family Educational Rights and Privacy Act (FERPA) is a federal law that protects students' personally identifiable information (PII) and any information directly related to a student that is maintained in student education records. Schools, Complex Area offices, District offices, and state offices in the Hawaii State Department of Education (HIDOE) maintain student information in:

- paper formats, e.g., cumulative, Special Education, and English Language Learner files; and
- electronic formats, e.g., Longitudinal Data System, Student Information System, and electronic Comprehensive Student Support System.

These records may contain contact information, enrollment forms, report cards, transcripts, disciplinary letters, and more. PII includes any information which can be linked to a specific student, and which would allow a reasonable person in the community to identify the student. Parents, guardians, and eligible students (those 18 and older) may:

- inspect and review student's education records by submitting a written request to the school principal that identifies the record(s) they wish to inspect; request the amendment of the student's education record to correct inaccurate or misleading information, or correct a violation of the student's privacy rights under FERPA;
- provide written consent before the school releases information contained in the student's education record; and
- file a complaint with HIDOE and/or the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

Parents, guardians, or eligible students may make their written requests directly to the school when requesting to inspect, review or amend records or to provide consent to release records.

#### **Won eo ej eddo kake kojparoke melele ko an juon rijikuul bwe ren pad ilo ittino mae ien ewor melim?**

Kinke emaron wor ien rijerbal im volunteer ro ilo HIDOE rej jerbali file ko an juon rijikuul, mene remaron lomnak in kommane ak jirilok im kommane, aolep ro ilo jikuul ko ad kab opij ko an HIDOE rejela ke aer eddo kojparok im kattinoki melele ko koppan file ko an rijikuul ro.

#### **Won wot emaron lali rekoot ko an juon rijikuul ikijen an jikuul im melele aurok ko an make?**

Ekka wot an HIDOE bok melim mokta jen jinen ak jemen, ak armij eo ej eddo kake ak rijikuul eo make ne etobar yiio in make kelet ta eo ekkar, ne ren kotolok ke jaab, melele aurok ko an jen koppan rekoot in jikuul ko an nan rijerbal ro rejjab an HIDOE. Ritel ro an jikuul eo emaron, ne ewor im emmon wunin bwe ikijen ak ejelet an jikuul ak nan kotobrak eddo ko aer ikijen jerbali, im remaron jab aikuij bok melim mokta. Jet waan jonok ko:

- Nan etali melele ko nan kokomanman lok wawen rikaki im katakin;
- Nan jerbali opereijen ko an HIDOE;
- Nan etale rijikuul eo, rikaki ro, jikuul eo im dredrelok in bwirokiraam eo;
- Nan lelok jipan einwot support ak service nan rijikuul ro, rikaki ro im jikuul ko;
- Nan loloodjaake bwe en jimwe im jejjot koppan rekoot ko.

#### **Naat kan rejjab aikuij melim bwe ren kadriwojlok melele ko an juon rijikuul?**

Melele aurok ko kab koppan file in jikuul ko an juon rijikuul rejjab maron driwojlok ne ejjelok melim, botap ewor jejjot ien kakien ko an FERPA rej kotolok an HIDOE kadriwojlok koppan rekoot ko mene ejjelok kar melim. HIDOE ej kajjion jonon wot an maron kojparok bwe ren pad wot ilo aer ittino rekoot ko an rijikuul, im rej kojellaiki jinen im jemen, ak ro rej eddo kake, im rijikuul ro rej eddo kake er make ne ej wor melele jen koppan rekoot ko aer renaj pojan driwojlok im ta wunin. Ekka an walok ilo ien rot kein lal:

— *Ritel Ro An Jikuul Ko.* Armij ro HIDOE ej naetaer ritel in jikuul ko remaron, ne elap tokjen wun ko nan kolaplok jelalokjen, bok melele ko an juon rijikuul ilo an ejelok melim jen jinen ak jemen, ak eo ej eddo kake, ak jen rijikuul eo ej eddo kake e make. HIDOE ej rojan rijerbal ro an jikuul ko an kien bwe ren leto letak melele ko an rijikuul kotaerwoj nan dron bwe ren maron kommani jerbali in etale emmon

ke bwirokiraam ko im jonon laplok jelalokjen ippan rijikuu ro bwe ren maron kolaplok tobrak ilo aer jikuu im bar einwot kopellok elonlok ialan jerammon nan rijikuu ro. Juon ritel in jikuu ej juon eo ekar bok jermal in administretor, supervisor, rikaki in jikuu ak juon rijermal eo ej support staff, armij ro rej jermal nan Hawaii State Department of Health im rej lale rijikuu ro renaninmij, ak juon armij ej pad ilo board en an jelalokjen. Juon ritel emaron bar voluntee ak juon eo ej contract jen likin jikuu eo nan an kommane juon jermal in jipan jikuu eo ak jermal ko jet im renaj kar lelok eddo nan rijermal in jikuu eo im ro jet rej pad iumwin pein jikuu eo

- ak jermal eo jikuu eo enaj kar oktak im kojermal rijermal ro an im ro rej pad iumwin pein jikuu eo, ekkar nan wawen aer kojermal melele aurok ko an rijikuu eo make; juon mama ak baba ak rijikuu eo ej voluntee im pad ilo committee ko an jikuu; ak juon mama ak baba, rijikuu ak bar jet voluntee ro rej jipan bar juon ritel in jikuu kotobrak jermal ko an. Juon ritel in jikuu eo ej tomak ke elap tokjen wun ko an nan kolaplok jelalokjen ne ritel eo ej aikuij etale juon rekoot in jikuu nan an kotobrak eddo ko an einwot juon ritel in jelalokjen.

— *Melele ko nan Directory* eo. HIDEO emaron kokalleiki jet melele kadredre nan likut ilo Directory eo, im remaron driwojlok mene ejjelok melim, ijelokin wot ne jinen im jemen, ak eo ej eddo kake, ak rijikuu eo ej eddo kin e make enaj kajjitok bwe en jab driwoj lok melele kein kenono kaki -- kain kajjitok in rej naetan "opt out". Ilo an Driwojlok Melele nan Directory rej kotmene bwe ejjab kauwatata kab rejjab anemkoj im kwalok

Melele ko ilo Directory rej kijon walok ilo book ak bwirokiraam in kojella ko an jikuu, einwot:

- Juon laajrak in tieta, ej kwalok paat eo an rijikuu eo ilo bwirokiraam in tieta eo;
- Yearbook eo ej komman aolep yiio;
- Honor roll ak wawen kile im kautiej ko jet;
- Bwirokiraam in Kadriwojlok ko; im
- Pepa in Sports ko rej kolaajraki activity ko, einwot ilo wrestling, ilo aer kwalok jonon paunin kab aetokin juon member in team eo.

HIDEO emoj an kallikkare kajjojo men kein lal einwot Melele ko an Directory:

- Etan rijikuu
- Aterej
- Telephone namba
- Raan im jikin lotak
- Raan eo ekar bok konaan (i.e., raan in drelon/driwojlok)
- Grade (kilaaj) level
- Bok konaan ilo makutkut im sports ko relap
- Paun in, kab aetokin rikkure ro ilo team ko
- Award ko, im bar einwot pepa in nebar ko kin an honor kab pepa in nebar kin an dredrelok an jikuu (einwot diploma)
- Jikin jikuu eo ekar pad im jikuu ie eliktata
- Raan in Kadriwojlok

Ne jinen im jemen, ak eo ej eddo kake, ak rijikuu eo ej eddo kin e make enaj jeje an kajjitok bwe en jab maron driwojlok melele ko an , jet ien rej naetan "opt out," HIDEO eban maron kotlok jabdrewot melele ko mene jidrik wot jen melele ko nan directory ekkar nan koppan kajjitok eo . Jikuu eo enaj monono in boke juon leta ewor raan im signature ie ej kallikkare raan eo ej kadrelone jen jinen ak jemen, eo ej eddo kake, ak rijikuu eo ej eddo kin e make. Nan bok melele ko relap lok ikijen Melele ko nan Directory im wawen kabojrak jen an driwojlok melele ko an juon rijikuu, etal nan online ilo *bit.ly/hidoedirectoryinfo* ak ne kwoj aikuij bwe ren print ie waj melele ko, komaron kebaak jikuu eo an.

- *Nan transfer Education Rekoot* ko. HIDEO emaron kwaloki rekoot ko an rijikuu eo nan bar juon jikuu ak college eo ej tin jikuu ie im kamojlok an college einwot ke rijikuu eo emaron lomnak in drelon ie ak transfer nan e, ne kajjitok eo nan driwojlok in melele eo ej nan an rijikuu eo drelon ie ak transfer.
- *Nan Kojparok Eymour* ak Ilo Ien Idrin. HIDEO emaron kwalok melele ko ilo rekoot in jikuu ne enaj jelete kojparok eo kab eymour eo an rijikuu ro ak ro jet ilo ien en ewor emerjenji ak jorren ko rej walok jen oktak in mejatoto,
- *State im Federal Agency* ko. HIDEO emaron kotlok melele ko ilo rekoot in jikuu ko nan jet ro rej itok jen opij eo an United States Comptroller General, Attorney General eo, ak Secretary. HIDEO emaron bar kwaloki rekoot in jikuu ko nan rijermal in state kab ro ritel ro ikijen jelalokjen.
- *Etale ko, Accreditation ko, Katak ko kab Etale ko*. An Juon armij, kompani, ak droulu eo ej kommane juon ien etale ak audit, jermal in accreditation ko, katak ak etale jermal ko lokon lok ilo etan HIDEO emaron bok melele ko jen rekoot in jikuu ko an juon rijikuu ne renaj kojembali wot nan jermal eo rekar ba kake, im rejjab maron bar kojembali melele ko ak lelok nan bar juon armij, juon kompani, ak droulul. Rejjab maron kojembali melele ko nan jabdrewot jermal in kadrelol.

### **Ta Melele In Protection of Pupil Rights Amendment (PPRA)?**

Kakien eo an federal rej naetan PPRA ej komman bwe en wor an jinen im jemen rijikuu jimwe im maron ilo ad lelok bwe ren uaak kajjitok ilo survey ko, im ad buki im kojembali melele ko aer. Edrelon, ak ejjab edre kein, jimwe im maron kein nan:

1. Lelok melim mokta jen an rijikuu eo erra im kanne survey ko rej ikijen juon ak ruo iaan men kein lal einwot ke rej pad iumwin kojparok eo an U.S. Dept. of Education ak Ra Eo an Jelalokjen:
  - Parre eo an jinen im jemen rijikuu eo im tomak ko aer ikijen politik ;
  - Naninmij in kolmanlokjen im bwirobolom ko ikijen naninmij kein an rijikuu eo im baamle eo an;
  - Mani tebil ak komman ko renana;
  - Rube kien, jab kobalok ippan armij, komman ruweor make, ak komman manit nana rekawotlok etaer.
  - Drike armij ro jet mottan baamle ko rebaake ro rej uaaki kajjitok ko;
  - Jemjera eo eweppan ilo kien, einwot ippan lawyer ro, takto ro, ak rikaki in kabun ro;
  - Wawen jar ko aer ilo kabun, ro mottaer, ak tomak ko an rijikuu eo ak jinen im jemen; ak
  - Jonon jaan eo ej drelon tok ak Income, ijelokin money ko kien ej aikuij jela kaki nan aer lale remaron ke drelon ilo bwirokiraam in bok jaan in jipan ko.
2. Bok melele im lelok ien aer kelet rej wonmaanlok wot ke ak jaab kin:

- Jabdrewot melele aurok ko rej pad iumwin kojparok im kakien kein, jekdron ne ewor jaan in jipan ak jaab;
  - Jabdrewot kakolkol ko rejjab idrin, physical exam ak kakolkol ko relap im rej rikwaer nan aer bok konaer, im jikuul eo ak opij ko mottaer, mene emaron jab men in aikuij nan kojparok ejmour im bobrae kauwatata nan juon rijikuul, ijelokin wot ikijen naninmij in jaronron, jab lolokjen, ak kakolkol ikijen iip dri, ak jabdrewot kakolkol in anbwun ko rej rikwaer jen kien eo an State; im
  - Makutkut ko ikijen bok melele, kwaloki melele ko, ak kojerbali melele ko an juon armij make im rej buki jen rijikuul ro nan aer komman kojella ak kadredrel nan wia kake ak leto letak melele nan ro jet.
3. Etali, ne ewor en ej kajitoki im mokta jen aer jermal:
- Melele ko ilo survey ko an rijikuul ro im rej pad iumwin kojparok eo an kakien kein, ejaak in bar juon droulul;
  - Kein jermal ko rekar jermal ilo aer bok melele jen rijikuul ro nan kommane jabdrewot iaan men ko lon ikijen kadredrel, wia kake, ak wawen kabajet ko jet; im
  - Kein jermal ko nan ejaake im karoke bwilaan in jikuul eo.

HIDOE enaj kojellaiki jinen im jemen rijikuul ro emoj jikejule aer bok konaer im pad ilo makutkut ko kajjojo ak survey ko im epad juon ak ruo iaan men in kojparok ko ilon im naj lelok ien an jinen im jemen maron kelet rej kotlok an ajiri eo nejier wonmaanlok wot ke jaab.

Kojjela kin laajrak in Jimwe Ko lumwin PPRA rej pad ilo [bit.ly/hidoeppra](http://bit.ly/hidoeppra) ak remaron bar kebaak opij eo an jikuul eo Notification for Rights Under the PPRA can be found at [bit.ly/hidoeppra](http://bit.ly/hidoeppra) or by contacting the school office

### **How to File a Complaint Ewawen Aer Kaddrelon Aponono:**

Jinen im jemen ro rej tomak ke ewor en ekar jab jimwe an jermal naer ekkar nan kakien ko an FERPA ak PPRA remaron kaddrelon aer aponono ippan:

Mail e nan STATE DOE ilo:  
 Data Governance and Analysis Branch  
 Department of Education  
 P.O. Box 2360  
 Honolulu, Hawaii 96804

Email e nan STATE DOE ilo:  
 Aponono ko remaron bar etal nan email ne, ilo [FERPA@k12.hi.us](mailto:FERPA@k12.hi.us).

Jinen im jemen ajiri ro remaron bar kadrelon aer aponono nan U.S. Department of Education ak Ra eo an Jelalokjen an Amedka im ej loloodjake kien FERPA ko:

Mail e nan Opiij eo an FEDERAL DOE:  
 Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue,  
 SW Washington, DC 20202-5901

### **Ewawen an HIDOE kojerbali melele ko an rijikuul ro nan kokomanman lok jermal ko aer?**

HIDOE ej leto letak melele ko an rijikuul nan jikuul ko jet ilo state in nan aer etale im kokomanmanlok wawen katakin rijikuul, im kin meniin kalonlok ialan jerammon im tobrak nan rijikuul. Elon kilen leto letak melele kein:

- Jikuul ko im ritel ro aer rej "Iemaanlok" laajrak in history ko an rijikuul aolep yiio nan ritel ro an jikuul ko an rainin im jikuul ko rej lomnak in etal nan ie kab Complex Area ak Opiij ko rej bok eddoin bukon ko aer. Ilo wawen in, aikuij ko an rijikuul ro rej tobrak mene rej jenij jikuul. Wawen in ej jipan jikuul ko bwilan nan rijikuul ro rej lomnak in drelon tok ippaer.
- Melele ko an rijikuul ro aer rainin rej bar etal nan ritel ro im Complex Area ak opij eo ej eddo kake bukon eo an rijikuul ro rekar jikuul ie ilo yiio ko mokta lok nan aer maron lale rej ke aikuij komman oktak nan ruul ko im wawen jermal ko ekkar nan tobrak im jemlok ko an juon rijikuul.
- Melele ko an juon rijikuul rej etal nan Complex Area ak Opiij ko an Bukon eo im bar State Opiij ko nan aer etali im lale kakien ta ko rekar lap aer jipan im kakien ta ko rej aikuij oktak.