



STATE OF HAWAII
DEPARTMENT OF EDUCATION
MOANALUA HIGH SCHOOL
2825 ALA ILIMA STREET
HONOLULU, HAWAII 96818

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Aloha!

The Family Educational Rights and Privacy Act (FERPA) requires, in certain circumstances, that the Hawaii Department of Education (HIDOE) obtain written consent of the parent, guardian or eligible student (18 years old or older) before releasing personally identifiable information from the student's education records. HIDOE can designate some information to be "directory information," which can be released without consent, unless the parent, guardian or eligible student has "opted out" in writing. Directory information is typically student information used in certain school publications. Examples include, but are not limited to:

- A playbill, showing your student's role in a school play
- The annual yearbook
- Class, team, or school club photograph
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Releasing directory information is not considered harmful or an invasion of privacy, and therefore HIDOE can release this information to outside organizations without written consent of the parent, guardian or eligible student. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

HIDOE has designated the following information as directory information:

- Student's name
- Address
- Telephone number (Including unlisted numbers)
- Digital image, photograph or video
- Month/year and country of birth
- Enrollment/Withdrawal dates
- Grade (class) level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Certificates of Completion (e.g. diploma), Honors and Awards received
- The most recent educational agency, institution, or school attended
- Graduation date

HIDOE makes every effort to release directory information only when doing so will not create a negative impact on students. For example, in certain cases involving outside agencies that wish to obtain and use student information for non-school or marketing purposes, HIDOE will first ask for written consent prior to releasing information pursuant to the Protection of Pupil Rights Amendment (PPRA). Further, HIDOE uses the "Student Publication/Audio Release" form to obtain consent to use audio recordings of students and images or recordings of students' work in HIDOE media, for staff professional development, and for student teacher training. However, if a parent, guardian or eligible student does not want HIDOE to release the student's directory information without HIDOE first obtaining consent, the parent, guardian or eligible student may "opt out" in writing.

HIDOE also provides military recruiters, upon request, with secondary students' names, addresses and telephone listings, including unlisted numbers, as required by the Elementary and Secondary Education Act of 1965 (ESEA) as amended by

the No Child Left Behind Act of 2001 (NCLB). The HIDOE releases this specific student data for students in grades 11 and 12 at least once a year to the Inter-Service Recruitment Council (IRC), which in turn releases the information to designated military recruiters in Hawaii. Parents, guardians or eligible students may inform HIDOE in writing that they do not want the student's information released to military recruiters without written consent.

Directory Information Opt Out Instructions – If you do not want HIDOE to disclose directory information, you must:

1. File a legible, signed written request to the school within 10 working days after enrollment if the student has not been previously enrolled. 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, or policies authorize such disclosures without consent.
 - For your convenience, the "Non-Disclosure of Information (Opt Out)" form is available upon request at Moanalua High School's Registrar Office or online at <http://bit.ly/FERPAHI>.
2. Include the student's name, birth date, and name of school.
3. Specify whether ALL directory information or which specific category should not be disclosed.
 - **Please be aware that if you chose to withhold or opt out of ALL directory information categories, the school would not be able to release student information, without prior consent, to colleges, prospective employers, companies providing class rings or photographs and to other organizations or individuals. The student's information would be prohibited from the yearbook, school newspaper, commencement program, sports activity sheets, honor roll, etc. In other words, this is a total "black out." The parent, guardian, or eligible student would have to consent to each requested release.**
4. Deliver your request to Moanalua High School Registrar Office; your request will be kept on file until the parent, guardian, or eligible student amends or withdraws the request(s).

Military Recruiter Information Opt Out Instructions – If you do not want the DOE to disclose student's name, address and telephone listing to military recruiters, you must:

1. File a legible, signed written request to the school within 10 working days after enrollment if the student has not been previously enrolled. If a parent/legal guardian or eligible student does not file a request for non-disclosure, student information may be released to military recruiters to the extent that laws, regulations, or policies authorize such authorize such disclosures without consent.
 - a. For your convenience, the "Opt Out Form for non-disclosure of secondary school student's name, address, and telephone listing to military recruiters" form is available upon request at [school name]'s [name of office] or online at <http://bit.ly/FERPAHI>.
2. Include the student's name, birth date, and name of school.
3. Deliver your request to Moanalua High School's Registrar Office; your request will be kept on file until the parent, guardian, or the student amends or withdraws the request(s).

Please note that a written request to opt out of the release of directory information does not apply to military recruiter information, or vice versa. In other words, two (2) separate written requests must be submitted if you wish to opt out of both the release of directory information and military recruiter information.