



**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 (DOE), to provide to institutions of higher education, upon their request, the name, address, and telephone number of secondary school students. Although post-secondary institutions focus their efforts on high school juniors and seniors, the law allows for the gathering of this information from the broad category of "secondary" 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).

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

"Opt out" requests will be accepted at any time during the school year. If the student has not been enrolled from the start of the current school year, parents, guardians, or eligible students should file an "opt out" request within 10 working days after enrollment. If a request is submitted after student information has been turned over to the post-secondary institution(s) on or about September 1st, the request for non-disclosure will apply to future information DOE submits to the post-secondary institution(s). 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 disclosures without consent.

The school will keep a copy of your request on file. If an "opt out" I was filed with the school in previous school years, the request will be honored until the student leaves Hawaii's DOE public school system or until the submitter rescinds the "opt out" request.