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The Family Educational Rights and Privacy Act (FERPA) is a federal law that gives parents certain protections with regard to their children's education records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules. As a parent, you have the right to review your child's education records and to request changes under limited circumstances.



Family Educational Rights and Privacy Act (FERPA)

Each year, Hawaii public schools are required to [notify parents of their rights](#) under FERPA. These rights are generally broken into four sections. Here is a brief description of FERPA rights:

1. The right to inspect and review the student's education records within 45 days of the request.
2. The right to request the amendment of the student's education records that the parent, guardian, or eligible student believe are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

The [Quick Guide to Student Information Privacy](#) provides a condensed version of the more detailed parent notification and guide. Translations are available in [Cebuano \(Visayan\)](#), [Simplified Chinese](#), [Traditional Chinese](#), [Chuukese](#), [Hawaiian](#), [Ilokano](#), [Japanese](#), [Korean](#), [Marshallese](#), [Samoan](#), [Spanish](#), [Tagalog](#), [Tongan](#), and [Vietnamese](#).

Chapter 34, Hawaii Administrative Rules

Chapter 34 provides for the following rights relating to the educational records of students:

1. Parents may inspect, review, challenge or obtain copies thereof; allow others to review them; and grant permission for their release.
2. The rights of parents shall be transferred to the student who has attained eighteen years of age.
3. Students under 18 years of age shall have the right to receive all educational data pertinent to facilitate instruction, guidance, and counseling.

Download the [Consent for Release of Information](#) form. The [Consent for Release of Information](#) is available to authorize the release or receipt of specific document(s)/information.

Directory Information

FERPA requires that the Department, with certain exceptions, obtain parent, guardian, or eligible student's consent prior to the disclosure of personally identifiable information from the student's education records. However, the Department may disclose appropriately designated "[Directory Information](#)" without written consent unless the parent, guardian, or eligible student requested the Department to the contrary in writing, (i.e. "Opt Out"). The primary purpose of directory information is to allow the Department 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.

The Directory Information notice is also available in [Cebuano \(Visayan\)](#), [Simplified Chinese](#), [Traditional Chinese](#), [Chuukese](#), [Hawaiian](#), [Ilokano](#), [Japanese](#), [Korean](#), [Marshallese](#), [Samoan](#), [Spanish](#), [Tagalog](#), [Tongan](#), and [Vietnamese](#).

Photos, video and audio recordings, and student work products/publications are not considered Directory Information, and may include Personally Identifiable Information (PII) protected under FERPA. Also, student teachers participating in educator preparation programs and staff in professional development courses within the Department may have access to photos, video and audio recordings, and student work samples in the course of their participation in these activities, and therefore would need parent/guardian/eligible student consent to have access to these materials. This consent is given via the following forms:

- [Student Publication/Audio/Video Release Form](#): Required to cover all school events and publications for the school year.
- [Student PAV Release Form for Events](#): Optional to allow consent for a specific school event or publication for the school year.

Protection of Pupil Rights Amendment (PPRA)

The federal [PPRA](#) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

The PPRA is also available in [Cebuano \(Visayan\)](#), [Simplified Chinese](#), [Traditional Chinese](#), [Chuukese](#), [Hawaiian](#), [Ilokano](#), [Japanese](#), [Korean](#), [Marshallese](#), [Samoan](#), [Spanish](#), [Tagalog](#), [Tongan](#), and [Vietnamese](#).

Release of Information to military recruiters

The federal Elementary and Secondary Education Act requires the Department to provide to [military recruiters](#), upon their request, the name, address and telephone number (including unlisted number) of secondary school students. Although military recruiters 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, defined as students in grades 7 through 12. If any secondary student or the parent/guardian of a secondary student does not want the Department to provide the requested information to military recruiters, the secondary student or the parent/guardian must “[opt out](#)” of providing such information.

The military recruiters [notice form](#) is also available in [Cebuano \(Visayan\)](#), [Simplified Chinese](#), [Traditional Chinese](#), [Chuukese](#), [Hawaiian](#), [Ilokano](#), [Japanese](#), [Korean](#), [Marshallese](#), [Samoan](#), [Spanish](#), [Tagalog](#), [Tongan](#), and [Vietnamese](#).

The military recruiters [opt-out form](#) is also available in [Cebuano \(Visayan\)](#), [Simplified Chinese](#), [Traditional Chinese](#), [Chuukese](#), [Hawaiian](#), [Ilokano](#), [Japanese](#), [Korean](#), [Marshallese](#), [Samoan](#), [Spanish](#), [Tagalog](#), [Tongan](#), and [Vietnamese](#).

Institutions of Higher Learning information release

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 schools focus their efforts on high school juniors and seniors, the law allows for the gathering of this information from secondary students. 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.

The institutions of higher learning [notice form](#) is also available in [Cebuano \(Visayan\)](#), [Simplified Chinese](#), [Traditional Chinese](#), [Chuukese](#), [Hawaiian](#), [Ilokano](#), [Japanese](#), [Korean](#), [Marshallese](#), [Samoan](#), [Spanish](#), [Tagalog](#), [Tongan](#), and [Vietnamese](#).

The institutions of higher learning [opt-out form](#) is also available in [Cebuano \(Visayan\)](#), [Simplified Chinese](#), [Traditional Chinese](#), [Chuukese](#), [Hawaiian](#), [Ilokano](#), [Japanese](#), [Korean](#), [Marshallese](#), [Samoan](#), [Spanish](#), [Tagalog](#), [Tongan](#), and [Vietnamese](#).

Technology Responsible Use

The Department is committed to guide students in the use of technology as a tool to support their achievement. Parents/guardians should review the [guidelines](#) with their child; then sign the [form](#) to constitute an understanding and an agreement to abide by all rules, regulations, and guidelines relating to Department-owned or leased digital devices, network, and internet services, which may be modified or expanded as needed by the Department.

The Technology Responsible Use Guidelines (TRUG) is also available in [Cebuano \(Visayan\)](#), [Simplified Chinese](#), [Traditional Chinese](#), [Chuukese](#), [Hawaiian](#), [Ilokano](#), [Japanese](#), [Korean](#), [Marshallese](#), [Samoan](#), [Spanish](#), [Tagalog](#), [Tongan](#), and [Vietnamese](#).

The Technology Responsible Use Form (TRUF) is also available in [Cebuano \(Visayan\)](#), [Simplified Chinese](#), [Traditional Chinese](#), [Chuukese](#), [Hawaiian](#), [Ilokano](#), [Japanese](#), [Korean](#), [Marshallese](#), [Samoan](#), [Spanish](#), [Tagalog](#), [Tongan](#), and [Vietnamese](#).

Documents by language

ENGLISH

- FERPA Annual Notice [[VIEW](#)]
- Technology Responsible Use Guidelines (TRUG) [[VIEW](#)]
- Technology Responsible Use Form (TRUF) [[VIEW](#)]
- PPRA Notice [[VIEW](#)]
- Quick Guide to Student Information Privacy [[VIEW](#)]
- Student Publication-Audio-Video Release Form [[VIEW](#)]
- Military Recruiters Opt-Out [Notice](#) and [Form](#)
- Institutions of Higher Learning Opt-Out [Notice](#) and [Form](#)

CEBUANO (Visayan)

- FERPA Annual Notice [[VIEW](#)]
- TRUG [[VIEW](#)]
- TRUF [[VIEW](#)]
- PPRA Notice [[VIEW](#)]
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HAWAIIAN

- FERPA Annual Notice [[VIEW](#)]
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ILOKANO

- FERPA Annual Notice [[VIEW](#)]
- TRUG [[VIEW](#)]
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- PPRA Notice [[VIEW](#)]
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- Student Publication-Audio-Video Release Form [[VIEW](#)]
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SAMOAN

- FERPA Annual Notice [[VIEW](#)]
- TRUG [[VIEW](#)]
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SPANISH

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CHINESE (Simplified)

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CHINESE (Traditional)

- FERPA Annual Notice [[VIEW](#)]
- TRUG [[VIEW](#)]
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- PPRA Notice [[VIEW](#)]
- Quick Guide to Student Information Privacy [[VIEW](#)]

- Institutions of Higher Learning Opt-Out [Notice](#) and [Form](#)

JAPANESE

- FERPA Annual Notice [[VIEW](#)]
- TRUG [[VIEW](#)]
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- Institutions of Higher Learning Opt-Out [Notice](#) and [Form](#)

KOREAN

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- Quick Guide to Student Information Privacy [[VIEW](#)]
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- Institutions of Higher Learning Opt-Out [Notice](#) and [Form](#)

TAGALOG

- FERPA Annual Notice [[VIEW](#)]
- TRUG [[VIEW](#)]
- TRUF [[VIEW](#)]
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TONGAN

- FERPA Annual Notice [[VIEW](#)]
- TRUG [[VIEW](#)]
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CHUUKESE

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MARSHALLESE

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VIETNAMESE

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