### Annual Notice

**Of Student’s Rights Under FERPA**

I. This ACPE CPE center/program guarantees to its students the rights to inspect and review education records, to seek to amend them, to specified control over release of record information, and to file a complaint against the program for alleged violations of these Family Education Rights and Privacy Act (FERPA) rights. The Annual Notice is included in correspondence with students prior to orientation of a unit.

II. Directory information at this center consists of a student’s name, address, email, telephone, date of birth, religion, previous education, and photograph. All other information is released only with the student’s written, signed, dated consent specifying which records are being disclosed, to whom, and for what limited purpose. Students wishing to opt out of directory information must notify the Department Director in writing specifying which information may not be disclosed without permission. Current students can restrict directory information and/or record access at any time during attendance. In order to register the completed unit of CPE, this center will use the student’s name, address, denomination and unit of CPE successfully completed to send to the ACPE office a student unit report at the completion of each unit of CPE.

III.ACPE defines student recordsis any record (paper, electronic, video, audio, biometric etc.) directly related to the student from which the student’s identity can be recognized; and maintained by the education program/institution or a person acting for the institution.

IV. Full procedures for student record management are described in Departmental Policy “Maintenance of Student Files” which is located in the Student Handbook Section IV that is distributed to all students during orientation. (To obtain a copy of this policy in advance of the start of the unit, contact the department at 336-716-4745.) A student has the right to inspect and review his/her education records within 45 days of the day the center receives a request for access. A student should submit to the Department Director a written request that identifies the record(s) the student wishes to inspect. The Department Director will make arrangements for access and notify the student of the time and place where the records may be inspected. A student has the right to object to record content. If not negotiable, the written objection will be kept with and released with the record. Grades are exempted from this right.

V. At this ACPE CPE center, we consider the following “education officials.” They may have access to confidential student records without student consent: the Director of the Chaplaincy and Education Department; the administrative assistant responsible for student files; the APCE Certified Educators who are employed by WFBH; site visitors for ACPE accreditation; and those who have a legitimate educational interest. At this ACPE CPE center, a “legitimate education interest” is defined as: updating student records; purging student files; review of final evaluations from previous units by current CPE Certified Educator; review of final evaluations in response to a complaint; answering a student request for a copy of information in their file; ACPE accreditation. Outside of legitimate education interests noted above, a student record is available for review only to the student and the faculty of the department on specific written authorization of the student. However, the law provides for certain exceptions concerning the release of information to protect the health or safety of the student and for the purpose of accreditation review or a complaint or appeal involving that student.

VI. Violations of Annual Notice protocols may be reported to the Chair of the Accreditation Commission at: *ACPE, One West Court Square, Suite 325, Decatur, GA, 30030.*

\* For students who receive federal aid for their education program