**ACPE Annual Notice**

**Annual Notice**

* **This ACPE CPE program guarantees to its students the right to inspect and review education records, to seek to amend them, and to specify control over release of record information.**
* What constitutes directory information at that center and how to opt out;
* The definition of student records (ACPE’s definition must be used; the center can add additional items);
* Details of the program’s record’s management protocols. Must include: **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.**
* Define within the program and indicate in the program’s record management policy, who constitutes an “education official” and what constitutes “a legitimate education interest.” Within the program, these people may have access to student records without student consent;
* **Violations of Annual Notice protocols may be reported to the Chair of the Accreditation Commission at:**
* ACPE, Inc.   
  1 Concourse Parkway   
  Suite 800   
  Atlanta, GA 30328
* **Or via email:** [**accreditation@acpe.edu**](mailto:accreditation@acpe.edu)