

# Lunder Care Force Institute:

## Annual Notice Regarding Student Records

This document is posted on the Hebrew SeniorLife (HSL) **Lunder CareForce Institute Nurse Aide Training (NAT) Program website**, and is also referred to in the Nurse Aide Student Handbook, and is reviewed during Orientation. This document might be periodically updated, you can find the current version on the website.

**Family Educational Rights and Privacy Act (FERPA):** The Family Educational Rights and Privacy Act of 1974, as amended (FERPA) is a federal law that gives students certain rights with respect to their education records.

**About your education records:** The Institute routinely maintains records that describe and document your work and progress as a student at the Institute. Your education records generally include such information as: student directory information as well as final grades for the program, class attendance, completion certificate (upon successful completion of program), and post training employer placement, be sent to the student. In accordance with FERPA, a student is able to review their record within 45 days or less of their request.

All students have access to their own student records. You may contribute to your student record if you feel there is need for clarification. Students may request to review their own records or address any questions about their education records by submitting a written request to the Program Director.

**Directory Information:** Directory information is student information that under FERPA is generally not considered harmful or an invasion of privacy if released. At HSL's Lunder CareForce Institute, this information includes information provided during the interest form and application stage. It may include student submitted photographs and introductory biography paragraphs. The way that the Institute uses directory information is described below.

A student may opt out of having some or all of this information released by requesting the directory information opt out form by emailing [info@lundercareforce.org](mailto:info@lundercareforce.org).

Current students can restrict certain sharing of directory information at any time during attendance. Restrictions must be honored even after the student's departure. Former students may not initiate new restrictions after departure.

The directory information includes:

- Name (First and Last)
- Email
- Cell phone
- Address (street, city, state, zip)
- Contact preferences
- Preferred program dates
- Preferred employers
- Age range
- How did you hear about us
- Class preferences
- Highest level of education
- Proficient languages
- Methods of transportation to class
- US work authorization (Y/N)
- Current employment at HSL (Y/N)
- Acknowledgement to background check and immunization records
- Headshot photos
- Student ID number

The Institute's definition of directory information may include additional components and directory information disclosures may therefore include additional pieces of information.

How the directory information will be used:

- Internal and employer partner use (all password protected):
  - Anything collected during interest form and application is used to track student progress in the student pipeline, improve experience, and improve process and operations
  - Data analysis and visualization
  - Contacting students to help with the application process
- Bio booklets for sharing with student cohorts

For internal use and sharing with external employer partners, the directory information will include:

- Name (First and Last)
- Email
- Cell phone
- Address (street, city, state, zip)
- Contact preferences
- Preferred program dates
- Preferred employers



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- Age range
- How did you hear about us
- Class preferences
- Highest level of education
- Proficient languages
- Methods of transportation to class
- US work authorization (Y/N)
- Current employment at HSL (Y/N)
- Acknowledgement of completion of background check and immunization records
- Headshot photos
- Student ID number

For bio booklets for sharing with student cohorts, the directory information will include:

- Name (First and Last)
- Lunder CareForce Email (new email created for students)
- Headshot photos (optional)

**Other disclosures permitted under FERPA:** In addition to permitting the disclosure of directory information, FERPA allows the Institute to disclose education records without your knowledge or consent under certain circumstances. For example, disclosure is permitted to Institute officials with a legitimate educational interest in the records. This means that the person needs your information in order to fulfill their professional responsibilities including: instructional, supervisory, advisory, administrative, academic or research, staff support, or other duties.

Your education record also may be shared with parties outside the Institute under certain conditions, including, for example, in situations involving a health and safety emergency.

If either the Institute finds that you have committed a disciplinary violation involving a crime of violence or a non-forcible sex offense, then the Institute also may, if legally permitted and appropriate in the judgment of the Institute, disclose certain information about the disciplinary case.

**Student Rights under FERPA:** As a student or former student you may inspect and review certain components of your education records maintained by the Institute. You may:

- Exercise limited control over other people's access to your education records
- Seek to correct your education records if you believe them to be inaccurate, misleading or otherwise in violation of your FERPA rights
- File a complaint with the U.S. Department of Education if you believe the Institute has not complied with the requirements of FERPA
- Be fully informed of your rights under FERPA



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Complaints regarding alleged violation of rights of students under FERPA may be submitted in writing within 180 days to the Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-5920.

**Digital Records:** Compliance with the Massachusetts Division of Occupational Licensure standards and this policy apply to records stored digitally. The Lunder CareForce Institute records are backed up in the cloud, as well as after each student cohort is completed.

*Date last reviewed: 9/12 LCFI Annual Notice Regarding Student Records*