

Central Oregon Community College
Written Consent for Disclosure and Child Attending School Forms
Guidelines for the Student/Child

Your consent form allows Central Oregon Community College to provide information regarding your enrollment and academic progress information to your paying parent. Central Oregon Community College supports the intent of the Department of Justice Division of Child Support and will make every effort to provide information in a timely and efficient manner. To provide a clear understanding to parent and child, Central Oregon Community College has guidelines that will clarify and answer many common questions and concerns.

Always be prepared to show photo ID when requesting information in-person.

Written Consent for Disclosure Form

1. You must submit the Written Consent for Disclosure Form to the Admissions and Records Office on the Bend or Redmond campus in-person with photo ID. Your parent may **not** submit the form for you. We will not accept these forms by mail or fax.
2. The Written Consent for Disclosure Forms are valid for one year from the date signed. You may rescind your consent at any time by visiting the Admissions and Records Office.
3. It is the child/student's responsibility to rescind the Written Consent for Disclosure Form when he/she reaches the age of 21.
4. Central Oregon Community College does not require instructors to take attendance and cannot provide this information.
5. Central Oregon Community College does not report grades until the end of the term. Grades are not mailed, but are available via your online student account. Central Oregon Community College will not release grades over the telephone.
6. Your paying parent may request a copy of your final grades and schedule of classes at the Admissions and Records Office. Alternatively, a written request for this information can be mailed to Admissions and Records, COCC, 2600 NW College Way, Bend OR 97701.

The Child Attending School Confirmation Form

1. You must submit the Child Attending School Confirmation Form to Central Oregon Community College's Admissions and Records Office on the Bend Campus or Redmond campus in-person with photo ID. Your parent may **not** submit the forms for you. We do not accept these forms by mail or fax.
2. If possible, the Child Attending School Confirmation Form will be completed while you are at the Admissions and Records Office. If not possible, you will receive a phone call when the form is completed and ready to be picked up. Central Oregon Community College does not mail completed forms to the Division of Child Support.
3. Central Oregon Community College does not report grades until the end of the term.
4. Full time enrollment is defined as 12 or more credit hours each term. Part time enrollment is defined as 6-11 credit hours.
5. Satisfactory academic progress at Central Oregon Community College is defined as maintaining a grade point average of 2.0 each term. Only the grade point average of the last completed term will be used to verify satisfactory academic progress.
6. New students in their first term of enrollment are considered in good academic standing.