

Central Oregon Community College

Written Consent for Disclosure and Child Attending School Forms

Guidelines for the Paying Parent

Your child's consent form allows Central Oregon Community College to provide information to you regarding the enrollment and academic progress of your child. 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 identification when requesting information in-person.

Written Consent for Disclosure Form

1. Your child/student must submit the Written Consent for Disclosure Form to Central Oregon Community College's Admissions and Records Office on the Bend or Redmond Campus in-person with photo ID. You may **not** submit the form for your child. 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. Your child/student may rescind their 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 online to students via their online student account. We will not release grades over the telephone.
6. You may request a copy of your student's final grades and schedule of classes at the Admissions and Records Office with photo ID. Alternatively, a written request for this information can be mailed to Admissions and Records, COCC, 2600 NW College Way, Bend OR 97701.

The Student Attending School Confirmation Form

1. Your child/student must submit the Child Attending School Confirmation Form to the Central Oregon Community College Admissions and Records Office on the Bend or Redmond Campus in-person with photo ID. You may **not** submit the forms for your student. We will not accept these forms by mail or fax.
2. If possible, the Child Attending School Confirmation Form will be completed while your child/student is at the Admissions and Records office. If not possible, your child/student will receive a phone call when the form is completed and ready to be picked up. Central Oregon Community College does not mail the 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.