

## **Central Oregon Community College Written Consent for Disclosure and Child Attending School Forms Guidelines for the Paying Parent**

The [Written Consent for Disclosure Form](#) allows Central Oregon Community College (COCC) to provide information regarding a student's enrollment and academic progress information to the paying parent. COCC supports the intent of the Department of Justice (DOJ) 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, COCC has guidelines that will clarify and answer many common questions and concerns.

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

### **DOJ's Written Consent for Disclosure Form**

1. Your child/student must submit the [Written Consent for Disclosure Form](#) to the Admissions and Records Office in-person with photo ID. Students may submit an original notarized Written Consent for Disclosure with a copy of photo ID via mail. You may **not** submit the form for your child/student.
2. The Written Consent for Disclosure Forms are valid for one year from the date signed. The 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. COCC does not require instructors to take attendance, except for the first week of each term as it applies to [COCC's Attendance Requirement](#), and cannot provide this information.
5. COCC does not report grades until the end of the term. Grades are available via the student's online account. COCC will not release grades over the telephone and does not mail grade reports.
6. You may request a copy of your student's final grades and schedule of classes at the Admissions and Records Office. A written request for this information can be mailed to Admissions and Records, COCC, 2600 NW College Way, Bend OR 97703.

### **DOJ's Child Attending School Confirmation Form**

1. When feasible, the [Child Attending School Confirmation Form](#) may 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. COCC does not mail completed forms to the Division of Child Support. Photo ID will be required when picking up the Child Attending School Confirmation Form.
3. Full-time enrollment is defined as 12 or more credit hours each term. Half-time enrollment is defined as 6-11 credit hours. Less than half-time is defined as 1-5 credits.
4. [Satisfactory academic progress](#) at COCC 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.
5. **It is the student's responsibility to notify the Child Attending School Team and paying parent if they are no longer enrolled at least half-time or stop making satisfactory academic progress.**
6. New students in their first term of enrollment are considered in good academic standing.