



Child Attending School Division of Child Support Guidelines for the Paying Parent

Blue Mountain Community College
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Your child's consent form allows Blue Mountain Community College (BMCC) to provide information to you regarding the enrollment and academic progress of your child. BMCC supports the intent of the Department of Justice and will make every effort to provide information in a timely and efficient manner. To provide a clear understanding to parent and child, BMCC 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 and Child Attending School Confirmation Form

1. The student must submit the Written Consent for Disclosure Form and Child Attending School Confirmation Form to BMCC in person with photo identification. The parent may **not** submit the forms for the student. BMCC does **not** accept these forms by mail or fax. Forms may also be submitted to any of BMCC's locations, however, the forms will be sent to the Pendleton campus for processing by the Registrar's Office.
2. The Written Consent Form is valid for one year from the date it was signed. The student may rescind their consent at any time, but must do so in person and in writing.
3. The Written Consent for Disclosure Form automatically expires upon the 21st birthday of the student.

The Child Attending School Confirmation Form

1. BMCC will mail the completed Child Attending School Confirmation Form after the third week of the term. The student also has the option to pick up the completed form at our Pendleton location. Photo identification is required. BMCC does not mail the completed forms to the Division of Child Support. Confirmation of enrollment for a current term will not be given prior to the third week of the term.
2. BMCC does not collect attendance and cannot provide this information.
3. BMCC can verify the continued enrollment of your child. BMCC is not required to share information over the phone; however, BMCC may choose to provide very limited information by telephone as allowed by the federal Family Educational Rights and Privacy Act. Enrollment information is provided in person with photo identification or mailed to the address provided on the Written Consent for Disclosure Form.
4. BMCC does not report grades until the end of the term. Grades are not mailed, but are available online to the student so long as the student is in good financial status with the college. A paying parent may request a copy of final grades from the Registrar, located on the Pendleton campus, with photo identification or a request may be mailed to the Registrar from the address on the Disclosure Form. A copy of the requested materials will then be mailed to the paying parent's address provided on the Written Consent for Disclosure Form. BMCC does not release grades over the telephone or by fax.
5. If your address changes during the term, your child must submit a new Written Consent for Disclosure Form with the new address. Photo identification of the child is required when submitting the new form.
6. BMCC defines full time enrollment as 12 or more credit hours each term. Half time enrollment is defined as 6-11 credit hours.
7. Satisfactory academic progress at BMCC is defined as maintaining a cumulative grade point average of 2.0 and completion of 50% of classes attempted. Students are eligible to enroll if on academic probation.
8. New students in their first term of enrollment are considered in good academic standing. Academic records from high school or other post-secondary schools have no bearing on academic standing at BMCC.
9. Financial Aid satisfactory academic progress has different criteria.

Blue Mountain Community College is an equal opportunity educator and employer.