



Child Attending School Division of Child Support Guidelines for the Student

Blue Mountain Community College
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Pendleton, OR 97801
(541)278-5759 Service Center
(541)278-5871 Fax
www.bluecc.edu

Your consent form allows Blue Mountain Community College (BMCC) to provide information to the paying parent regarding your enrollment and academic progress. 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. You must submit the Written Consent for Disclosure Form and Child Attending School Confirmation Form to BMCC in person with photo identification. Your parents may **not** submit the forms for you. 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. You may rescind your consent at any time, but must do so in person and in writing.
3. The Written Consent for Disclosure Form automatically expires upon your 21st birthday.

The Child Attending School Confirmation Form

1. BMCC will mail the completed Child Attending School Confirmation Form to you after the third week of the term. You also have 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 your 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 to you online if you are 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 you know that your parents address changed during the term, you must submit a new Written Consent for Disclosure Form with the new address. Photo identification 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.