

Chemeketa Community College Written Consent for Disclosure and Child Attending School Forms Guidelines for the Paying Parent

Your child's consent form allows Chemeketa Community College to provide information to you regarding the enrollment and academic progress of your child. Chemeketa 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, Chemeketa 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 must submit the Written Consent for Disclosure Form to Chemeketa Community College Enrollment Services-Registrar's Office on the Salem Campus (Building 2, room 200) in-person with photo ID. You may **not** submit the form for your child. Chemeketa does 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 may rescind their consent at any time online via My Chemeketa.
3. The Written Consent for Disclosure Form automatically expires upon your child's 21st birthday.
4. Chemeketa does not collect attendance and cannot provide this information.
5. Chemeketa does not report grades until the end of the term. Grades are not mailed, but are available online to students via My Chemeketa, so long as the student is in good financial status with the college. Chemeketa does not release grades over the telephone.
6. You may request a copy of your child's final grades and schedule of classes at Enrollment Services-Registrar's Office with photo ID. The request will be completed while you are at the office. Alternatively a written request for this information can be mailed to Enrollment Services, PO Box 14007, Salem, OR 97309-7070. The final grades and schedule of classes will be mailed to your address provided on the Written Consent for Disclosure Form. If your address changes during the term, your child must submit a new Written Consent for Disclosure Form with your new address in-person with photo ID to Enrollment Services-Registrar's Office.

The Child Attending School Confirmation Form

1. Your child must submit the Child Attending School Confirmation Form to Chemeketa Community College Enrollment Center on the Salem Campus (Building 2, room 200) in-person with photo ID. You may **not** submit the forms for your child. Chemeketa does not accept these forms by mail or fax.
2. The Child Attending School Confirmation Form will be completed while your child is at the Enrollment Center. Chemeketa does not mail the completed forms to the Division of Child Support.
3. Chemeketa does not report grades until the end of the term.
4. Full time enrollment is defined at Chemeketa at 12 or more credit hours each term. Half time enrollment is defined as 6-11 credit hours.
5. Satisfactory academic progress at Chemeketa is defined as maintaining a cumulative grade point average of 2.0.
6. New students in their first term of enrollment are considered in good academic standing.