

# FAQ's for Schools Regarding Child Attending School

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1. Can the school require the student to sign the school's forms in the presence of the registrar, if that is the school's policy, instead of the Division of Child Support, Child Attending School form?
  - a. Yes – the law says:
    - i. And as otherwise required by the school to disclose the information under this section.
2. Are step-parents allowed to obtain the student's school status information?
  - a. No – the only person allowed to obtain school information regarding the student is the paying parent, and only after the *Consent for Disclosure* form is on file.
3. What is the school's role in the process?
  - a. Fill out and provide the confirmation form regarding the student's enrollment and grade status to the child & the Division of Child Support, Child Attending School Team when the form is requested.
  - b. Provide school information to the **paying parent** regarding the student's enrollment and grade status, when requested, and as long as there is a *Consent for Disclosure* form on file.
4. What should we do if we have parents (including step-parents) who are using inappropriate behavior when contacting us?
  - a. Handle all customer service situations as you would with any other school related inquiry.
  - b. If the school has provided the paying parent with the required information and are no longer able to assist the parent, they may direct the parent to the Division of Child Support, Child Attending School Team @ 503-986-5137 for more information.
  - c. A step-parent is not authorized to obtain information regarding a student.
5. When is the student required to submit a *Consent for Disclosure* form to the registrar's office?
  - a. ORS 107.108 6 (B)(b) - The child shall provide the written consent form described in paragraph (a)(B) of this subsection within 30 days after the beginning of the first term or semester after the child reaches 18 years of age, at the beginning of each academic year thereafter and as otherwise required by the school to disclose the information under this section.
6. Are there any FERPA implications to this procedure?
  - a. The *Consent for Disclosure* form includes FERPA language.
  - b. The student has rights under FERPA not to release their school information to the paying parent.
  - c. However, Oregon Revised Statute 107.108 requires the release to the parent (unless there is a safety risk) in order to receive child support after the age of 18.