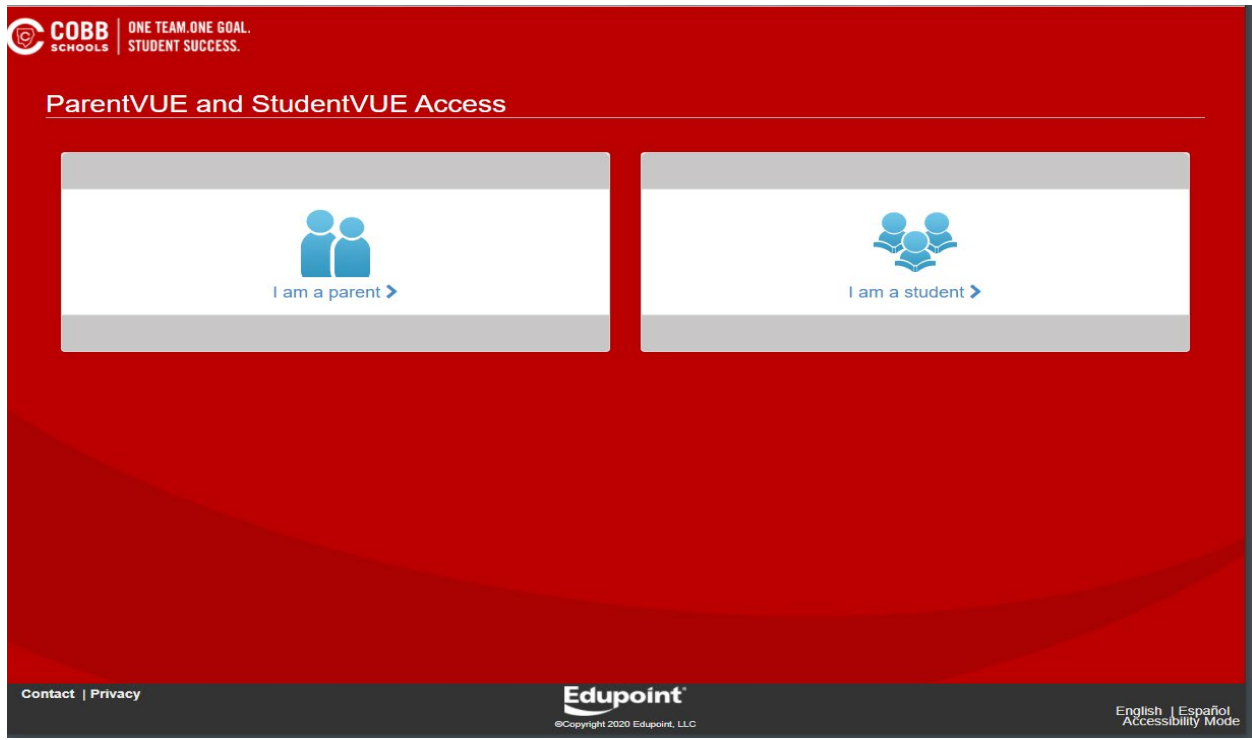
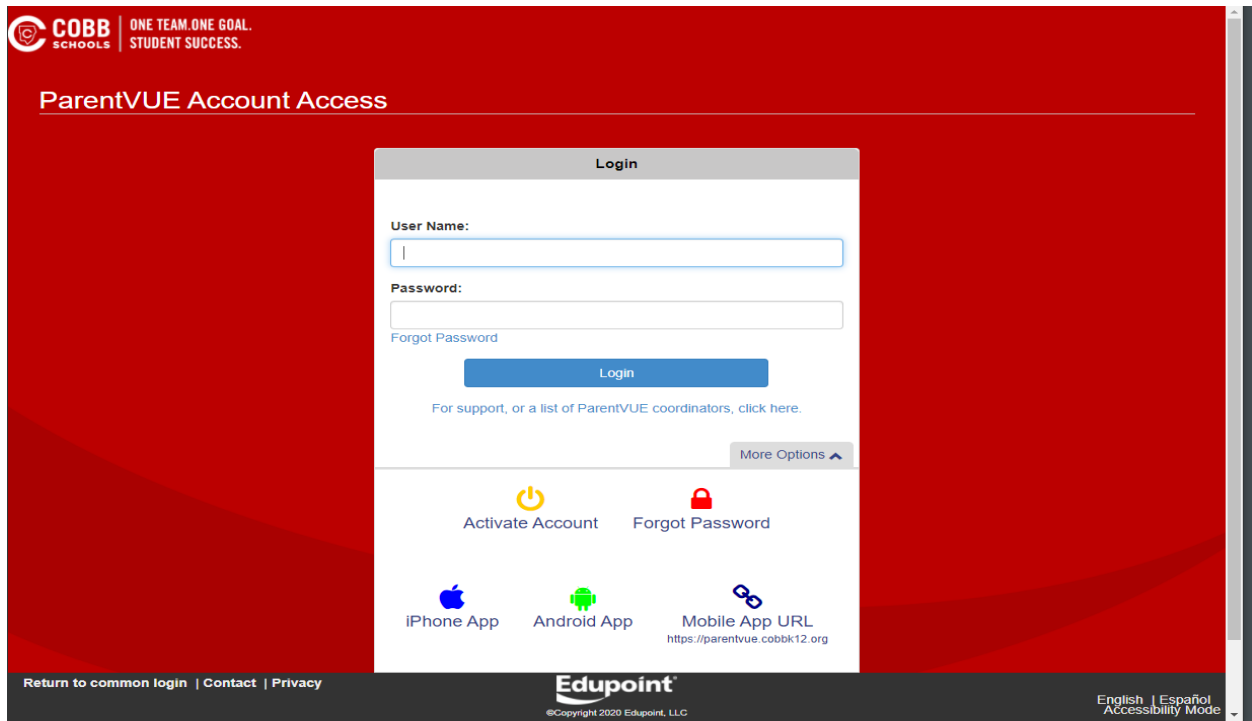


GRADUATION INFORMATION FORM (Online Instructions for Parents)

Access ParentVue via <https://parentvue.cobbk12.org>



Login as the parent with ParentVue credentials



Choose **Change My Information**

The screenshot shows the home page of the Cobb County Schools student portal. The header includes the Cobb Schools logo with the tagline "ONE TEAM. ONE GOAL. STUDENT SUCCESS." and the text "Cobb County School District" with a greeting "Good morning, [redacted]". In the top right corner, there are links for "My Account", "Help", and "Close". A user profile picture and ID are visible in the top left. The main content area is divided into a left navigation menu and a main content area. The navigation menu, titled "Home", lists various options: Messages, Calendar, Class Schedule, Course Request, Grade Book, Report Card, Student Info, Back To School Choice, Athletic Registration, Office 365 Consent, Family Engagement Registration, School Meals, Online Registration, and Change My Information. A red arrow points to the "Change My Information" option. The main content area shows a student profile with a photo, name, ID, and a "Recent History" section.

Choose **Student Information**

The screenshot shows the "CHANGE MY INFORMATION" page. The header is identical to the previous screenshot. The left navigation menu is expanded to show more options: Back To School Choice, Athletic Registration, Office 365 Consent, Family Engagement Registration, School Meals, Online Registration, and Change My Information. The main content area is titled "CHANGE MY INFORMATION" and contains a list of links: "Change My Information", "Address/Contacts/Family Info", and "Student Information". A red arrow points to the "Student Information" link.

Choose **Graduation Form**

The screenshot shows a web application interface for managing student information. On the left is a vertical navigation menu with the following items: 'Update Information' (with a person icon), 'ENROLLING ADULT CONTACT INFORMATION', 'SPOUSE / OTHER ADULT INFORMATION', 'FAMILY INFORMATION', 'ADDRESS', 'MAILING ADDRESS', and 'STUDENTS' (which is highlighted in a dark red color). The main area is titled 'Students' and displays a student's profile. The profile includes a small photo placeholder, a 'NAME' label, and several fields: 'Birth Date', 'Birth Country', 'Birth State', 'Gender', and 'Name Called'. To the right of these fields are 'Student ID' and 'Georgia Testing ID (GTID)'. Below the profile information are three buttons: 'Edit Student Information' (with a pencil icon), 'Graduation Form' (with a graduation cap icon), and 'Apply For Transfer' (with a right-pointing arrow icon). A large red arrow points directly to the 'Graduation Form' button.

Please read all directions before entering information on the Graduation Information Form. Complete all sections completely and accurately. Follow all instructions for each section.

NAME VERIFICATION

- Name
 - If the student name is correct as listed, do not make any changes.
 - If the student name as listed does not match the birth certificate, make changes in the appropriate field (first name, middle name, or last name) by deleting the incorrect name and typing in the correct name.
 - Add a suffix if a part of the legal name (Jr, II, III, IV, etc.)
- Name Note
 - If the student name has any accents or special characters, please supply the information clearly in the text box. (accent over the a in Manuel)
- Pronunciation
 - If the student name has unusual pronunciation, please explain clearly in the text box. (Aceto is pronounced A see toe)

Graduation Information Form

Name Verification

Please verify the complete and correct spelling of your **FULL LEGAL NAME** as it appears on your **BIRTH CERTIFICATE**. Make corrections, as necessary, below. There should be no initials, nicknames or abbreviations. If your name includes a special punctuation (such as an accent mark), please indicate that.

** Use proper case (uppercase and lowercase as appropriate) – do not use all lowercase or all uppercase letters*

First Name	Middle Name	Last Name	Suffix
Mary	Elaine	Smith	

Name Note * Indicate accents or special characters in student name

Pronunciation

GRADUATION PLANS

- Indicate when the student plans to graduate. You must choose either Fall Term or Spring Term.

Graduation Plans

My student will complete all required course work and graduate at the end of: Fall Term (December) Spring Term (May)

COMMENCEMENT PLANS

- You must choose whether your student plans to participate in commencement or not. Students who participate must wear proper attire. Information about commencement gowns will be communicated by the school.

Commencement Plans

My student WILL PARTICIPATE in the Commencement Ceremony and attend the required rehearsal(s) at _____ High School prior to the ceremony. *Note: Commencement information, including date(s) and time(s) of rehearsal(s) and ticket information, will be available online from _____ High School during the Spring Term.*

My student WILL NOT PARTICIPATE in the Commencement Ceremony.

CONTACT INFORMATION

- If the address listed is correct, make no changes.
- If the address listed is incorrect, click CHANGE and make the necessary changes in the appropriate address field.
- Enter the student cell phone number, if applicable.
- Enter the student email address, if applicable. DO NOT USE a CCSD (@cobbk12.org) email address.

Contact Information

MAILING ADDRESS	APT #	CITY	ZIP CODE	STATE	
123 Anywhere Street		Anytown	30152	GA	

Student Cell Phone # Student Email Address *Do not use CCSD email.

SUBMISSION OF GRADUATION INFORMATION FORM

- Click **SAVE** to submit
- Once the Graduation Information Form is submitted changes cannot be made online. The form can only be viewed. You will need to contact the Office of School Counseling at your high school if changes are necessary.

By clicking the Save button you attest that the information you have provided is accurate. If there are any changes to the student's plans you must immediately notify the Office of School Counseling at _____ High School.

*Note: A message of **THE GRADUATION INFORMATION FORM WAS SAVED!** will appear.*



If you have questions, please contact the graduation administrator or the Office of School Counseling at your student's high school.