

WELCOME TO OUR ONLINE REGISTRATION SYSTEM

This system will allow parents to register their student online safely and efficiently. This guide provides helpful tips.

Step 1: INFORMATION NEEDED

You will need to enter the following information:

- Dwelling Address and Mailing Address (if different from your physical home address)
- Parent/Guardian Phone Numbers: home, cell and work
- Parent/Guardian E-mail Address: home and work
- Emergency Contact Name and Phone Number: you may select specific Emergency Contacts for each student
- Student Birth Certificate: you will need this document to verify full legal name
- Student Social Security Number: needed for HOPE scholarship or waiver may be signed at school
- School History: address and phone number of last school attended
- Medical Information: including health conditions, medicines taken at school and physician name and phone number

Step 2: ACTIVE E-MAIL ADDRESS

The Online Registration System requires that parents have an ACTIVE e-mail address. If you do not have an e-mail account, you can create one free of charge using one of the following suggested providers.

Microsoft's Outlook <http://www.microsoft.com/en-us/outlook-com/>

Google's Gmail <https://accounts.google.com/>

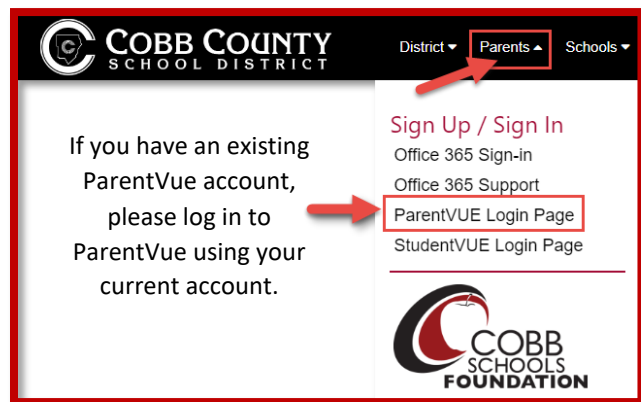
SignUp Yahoo!Mail <https://login.yahoo.com/config/login>

Step 3: ACCESSING ONLINE REGISTRATION

You can access ParentVue and Online Registration by going to www.cobbk12.org Parents page.

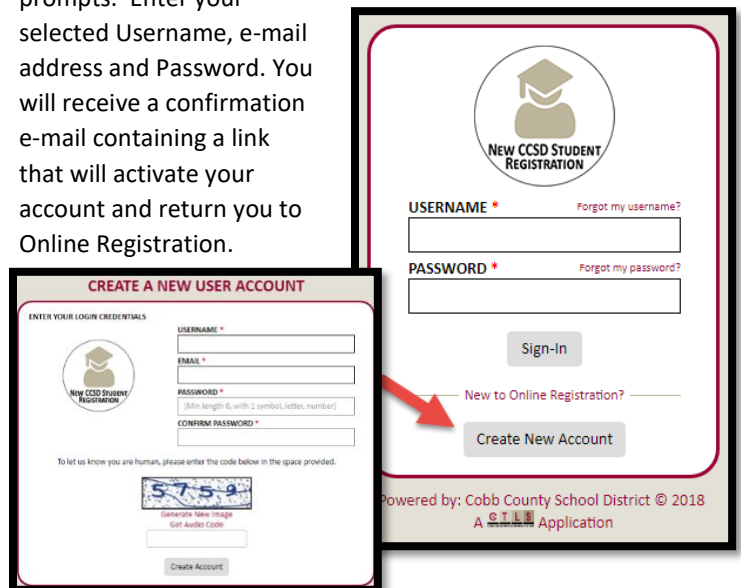
RETURNING PARENT – WITH PARENTVUE ACCOUNT

If you have current CCSD students, please use your ParentVue account to register new students.

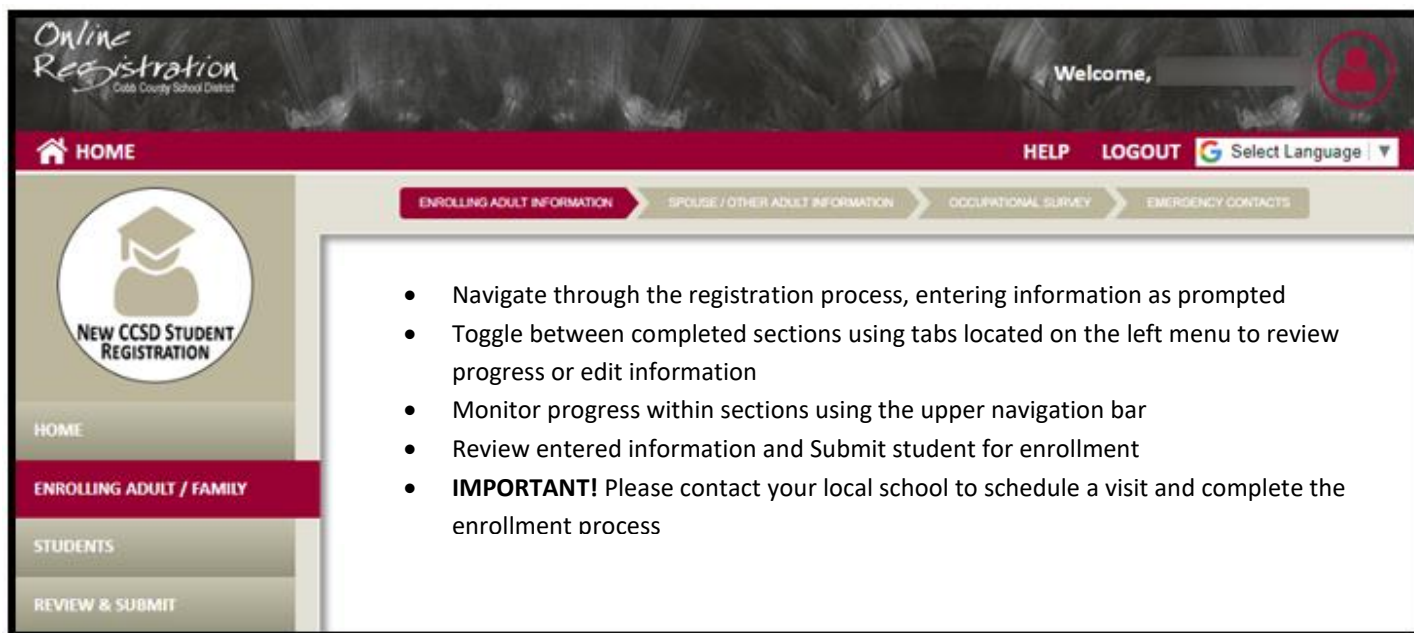


NEW TO COBB COUNTY - CREATE NEW ACCOUNT

Click on the 'Create New Account' button and follow the prompts. Enter your selected Username, e-mail address and Password. You will receive a confirmation e-mail containing a link that will activate your account and return you to Online Registration.



Step 4: BEGIN ONLINE REGISTRATION



Online Registration
 Cobb County School District

Welcome, [User Name]

[HOME](#) [HELP](#) [LOGOUT](#) [Select Language](#)

[ENROLLING ADULT INFORMATION](#) [SPOUSE / OTHER ADULT INFORMATION](#) [OCCUPATIONAL SURVEY](#) [EMERGENCY CONTACTS](#)

- Navigate through the registration process, entering information as prompted
- Toggle between completed sections using tabs located on the left menu to review progress or edit information
- Monitor progress within sections using the upper navigation bar
- Review entered information and Submit student for enrollment
- **IMPORTANT!** Please contact your local school to schedule a visit and complete the enrollment process

Step 5: WHAT TO BRING TO YOUR SCHOOL VISIT

When you visit your child's school to complete the registration process, please bring the following:

- An official document showing proof of birth date
- Child's social security number (or you may sign a waiver at the school)
- Proof that you live in attendance zone (Please provide the following **2** proofs of residency: Home ownership documentation or lease/rental agreement **AND** current monthly utility statement.)
- A valid Georgia Certificate of Immunization (GA Form #3231)
- Evidence of Vision, Hearing, Dental, and Nutrition Screening (GA Form #3300)
- Proof of authorized person to enroll
- A photo ID for the adult registering the child
- Other individualized student information (ex. Report cards or official school transcripts, Withdrawal form from previous school, Discipline records, State Pre-K progress Report)

For more information about registration, contact your local school or visit:

<http://www.cobbk12.org/aboutccsd/enrollment/>