

Senior Graduation Information Form Instructions

The purpose of this form is to confirm the graduates name, pronunciation, graduation semester, graduation attendance and contact information.

Graduation Information Form:

1. Go to the student portal via studentportal.cobbk12.org
2. Sign in using your CCSD student email address
(If you are logging into Office 365, use your username and password)
3. Go to Apps> Get Work Done> F5
4. Choose Graduation Form
5. Verify your name matches your enrollment name or the name on your birth certificate.
 - a. If correct, do not make any changes.
 - b. If the name listed does not match your birth certificate, make changes in the appropriate field.
6. Name note: This space is used to indicate any accents. You should indicate the letter and name where the accent should occur. Ex: accent over the e in Jared.
7. Pronunciation: If your name has an unusual pronunciation, please explain clearly in the box. Ex: Aaron is pronounced Air Run.
8. Graduation Plans: Indicate either fall or spring graduation
9. Commencement Plans: Indicate if you plan to participate in graduation in May
10. Click > Submit >OK

Ticket Request:

1. Go to the student portal via studentportal.cobbk12.org
2. Sign in using your CCSD student email address
(If you are logging into Office 365, use your username and password)
3. Go to Apps> Get Work Done> F5
4. Choose Ticket Icon
5. In the request box, enter the number of tickets you are requesting.
6. Click > Submit Request

*All guests attending commencement, **INCLUDING INFANTS AND SMALL CHILDREN**, must have a ticket to enter the venue. Please take this into account when entering your request number.

The number of tickets provided to each student will be determined based on all student requests and **may not match the requested number of tickets.

December Graduates

Name: _____

CCSD ID # _____

Student email address: _____

Student cell phone number: _____

Will you attend graduation in May? (circle one) Yes or No

Did you order a graduation cap and gown? (circle one) Yes or No

Number of tickets needed for graduation? _____

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The number of tickets provided to each student will be determined based on all student requests and **may not match the requested number of tickets.

Return to Mrs. Ann Nemeck, Assistant Principal – Room 1019 (across from room 150)