

Cobb County School District



Student Portal
Graduation Information Form
Online Instructions

November 2022

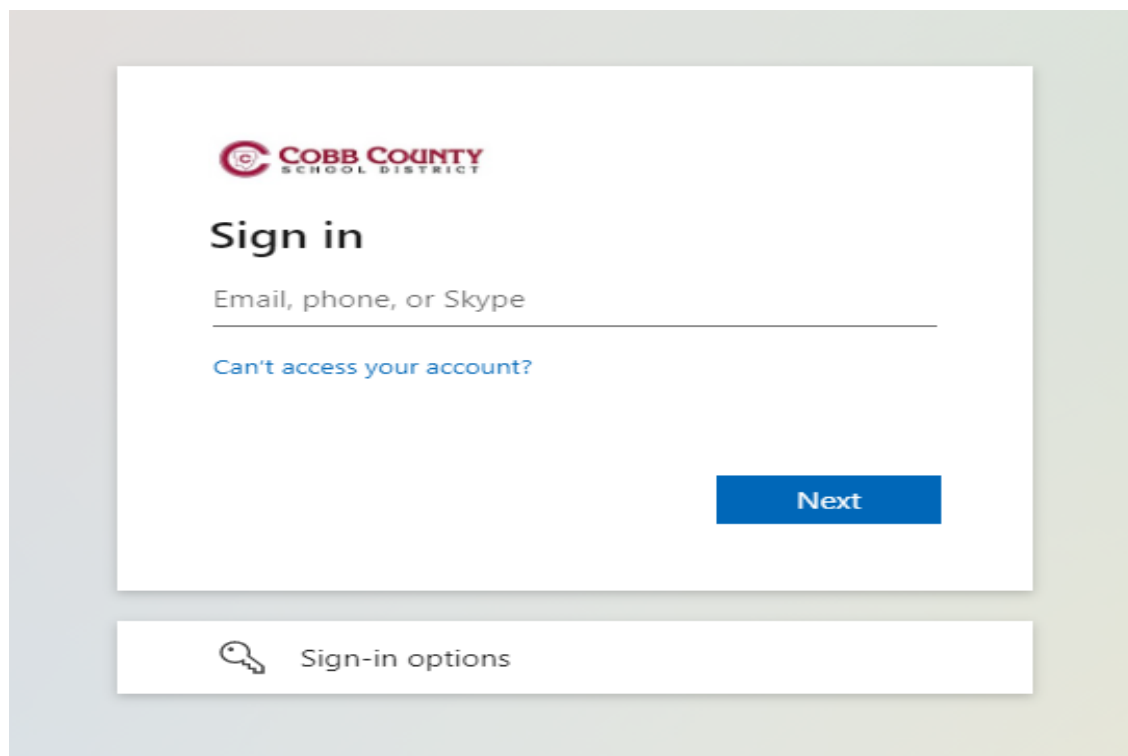
Revision Chart

The following chart lists the revisions made to this document. Use this to describe the changes or additions made to the document each time it is re-published (draft or final). The description should summarize the changes as much as possible.

Date	Source	Description of Changes
11/02/2021	S. Wilcox	Initial Publication v1

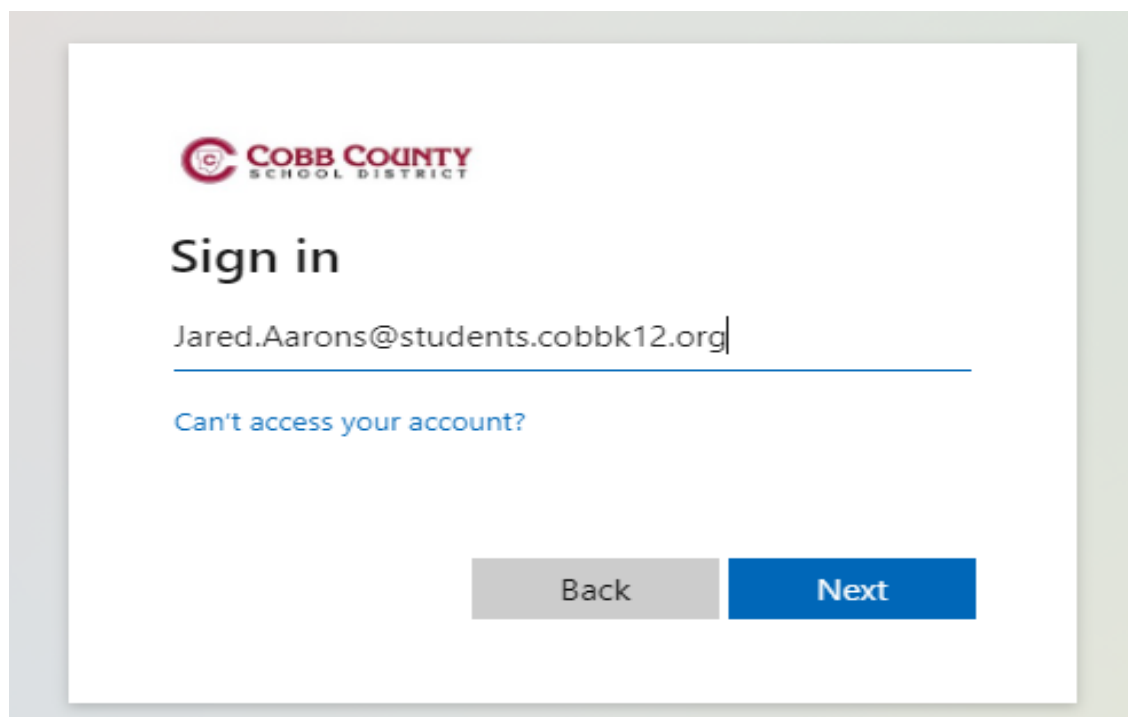
GRADUATION INFORMATION FORM (Online Instructions for Students)

Access Student Portal via <https://studentportal.cobbk12.org>



The screenshot shows the Cobb County School District Sign in page. At the top is the Cobb County School District logo. Below it is the heading "Sign in". Under the heading is a text input field with the placeholder text "Email, phone, or Skype". Below the input field is a link that says "Can't access your account?". At the bottom right of the sign-in area is a blue button labeled "Next". Below the sign-in area is a white box containing a key icon and the text "Sign-in options".

Students will sign in using their CCSD student email address.



The screenshot shows the Cobb County School District Sign in page with an email address entered. At the top is the Cobb County School District logo. Below it is the heading "Sign in". Under the heading is a text input field containing the email address "Jared.Aarons@students.cobbk12.org". Below the input field is a link that says "Can't access your account?". At the bottom right of the sign-in area are two buttons: a gray button labeled "Back" and a blue button labeled "Next".

If you are in Office 365 you will be logged in to the Student Portal. If you are not logged in to Office 365, you will be asked to sign in with your username and password.

Sign in

<https://sts.cobbk12.org>

Username

Password

Choose **Graduation Form** from the menu on the left.

ONE TEAM. ONE GOAL. STUDENT SUCCESS.

(Jared Aarons) LOGOUT

MENU

STUDENT PORTAL



Home

Graduation Form

Jared Aarons

Classification: Student

Email Address: Jared.Aarons@students.cobbk12.org

StudentID: 500200

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.) Do not use periods.
- Name Note
 - If the student name has any accents or special characters, please supply the information clearly in the text box. (accent over the e in Jared)
- Pronunciation
 - If the student name has unusual pronunciation, please explain clearly in the text box. (Aarons is pronounced Air Runs)

 **STUDENT PORTAL**



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 in the Name Note field. Please provide pronunciation information as necessary.

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

Jared Paul Aarons

First Name	Middle Name	Last Name	Suffix
Jared	Paul	Aarons	

Name Note * Indicate accents or special characters in student name

Pronunciation

Name Note

ONE TEAM, ONE GOAL, STUDENT SUCCESS

(Jared Aarons) LOGOUT

MENU

STUDENT PORTAL



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 in the Name Note field. Please provide pronunciation information as necessary.

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

Jared Paul Aarons

First Name	Middle Name	Last Name	Suffix
Jared	Paul	Aarons	

Name Note * Indicate accents or special characters in student name

accent over the e in Jared

Pronunciation

Aarons is pronounced Air Runs

Pronunciation Information

GRADUATION PLANS

- Indicate when you plan to graduate. You must choose either Fall Term or Spring Term.

Graduation Plans

I will complete all required course work and graduate at the end of:

☐ Fall Term (December) ☐ Spring Term (May)

COMMENCEMENT PLANS

- You must choose whether you plan to participate in commencement or not. Students who participate must wear proper attire. Information about commencement gowns will be communicated by the school. The default is set to **PARTICIPATE** until the form is completed and submitted.

Commencement Plans

- ☒ I WILL PARTICIPATE in the Commencement Ceremony and attend the required rehearsal(s) at prior to the ceremony. Note: Commencement information, including date(s) and time(s) of rehearsal(s) and ticket information, will be available online from during Spring Term.
- ☐ I WILL NOT PARTICIPATE in the Commencement Ceremony

CONTACT INFORMATION

- 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

Student Cell Phone: () - - Student Email: example@domain.com * Do not use CCSD email.

SUBMIT

Once you have completed all fields in the Graduation Information Form, please review for accuracy. When you are satisfied that you have completed the form accurately, **CLICK SUBMIT**.

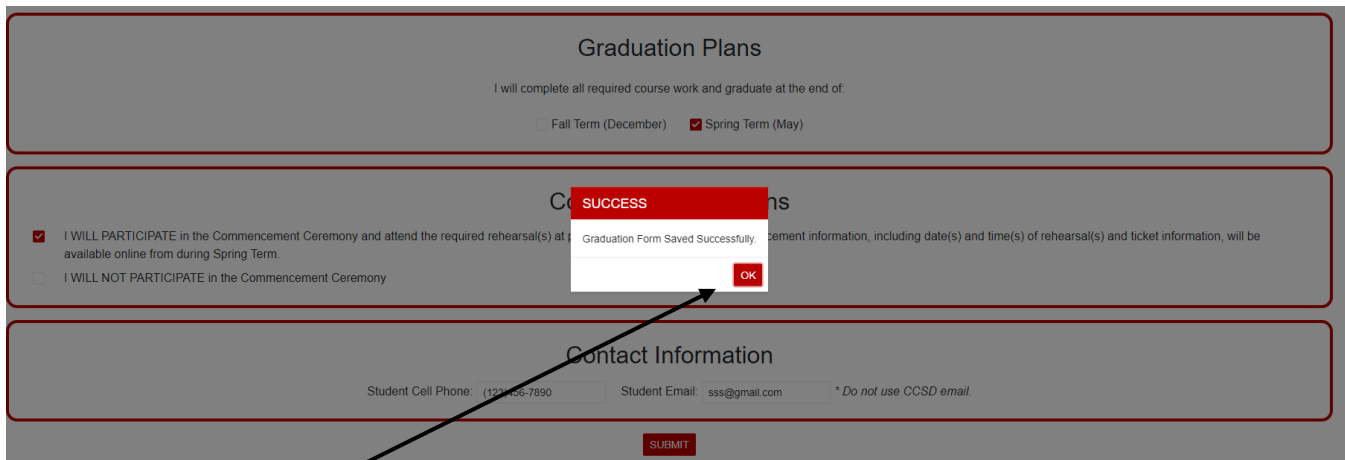
Contact Information

Student Cell Phone: () - - Student Email: example@domain.com * Do not use CCSD email.

SUBMIT



Once submitted, you will receive a message that the *GRADUATION FORM SAVED SUCCESSFULLY*.



The screenshot shows a web form titled "Graduation Plans" with a sub-header "I will complete all required course work and graduate at the end of:". Below this are two radio button options: "Fall Term (December)" and "Spring Term (May)". The "Spring Term (May)" option is selected. Below the radio buttons are two checkboxes: "I WILL PARTICIPATE in the Commencement Ceremony and attend the required rehearsal(s) at [blank] Graduation Form Saved Successfully. Commencement information, including date(s) and time(s) of rehearsal(s) and ticket information, will be available online from during Spring Term." and "I WILL NOT PARTICIPATE in the Commencement Ceremony". Below these checkboxes is a "Contact Information" section with fields for "Student Cell Phone: (122) 456-7890" and "Student Email: sss@gmail.com", followed by a note "* Do not use CCSD email." and a "SUBMIT" button. A red "SUCCESS" message box with an "OK" button is overlaid on the form, and an arrow points from the text "Click OK." to the "OK" button.

Click **OK**.

Once submitted the Graduation Information Form may be viewed only.

Be sure to LOGOUT!



The screenshot shows the "STUDENT PORTAL" header with a "MENU" button and a "C" logo. Below the header is the user's name "Jared Aarons". Below the name is a box containing the following information: "Classification: Student", "Email Address: Jared.Aarons@students.cobbk12.org", and "StudentID: 500200". A red arrow points from the text "Be sure to LOGOUT!" to the "LOGOUT" button in the top right corner of the page.

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

