

Cobb County School District



Student Portal
Graduation Information Form
Online Instructions

September 2024


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	Sonia Wilcox	Initial Publication v1
09/10/2024	John Stafford	Updated screenshots & instructions to reflect current user interface.

GRADUATION INFORMATION FORM (Online Instructions for Students)

Access Student Portal via studentportal.cobbk12.org


 **COBB COUNTY**
SCHOOL DISTRICT

Sign in


Email, phone, or Skype

[Can't access your account?](#)

Next

 Sign-in options

Students will sign in using their CCSD student email address.

 **COBB COUNTY**
SCHOOL DISTRICT

Sign in

Jared.Aarons@students.cobbk12.org

[Can't access your account?](#)

Back **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 list of Apps.





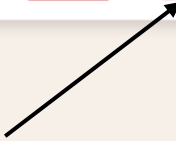
ONE TEAM. ONE GOAL. STUDENT SUCCESS. LOGOUT

☰ MENU **STUDENT PORTAL** 



Name: [Redacted]
Expected Graduation Date: [Redacted]
StudentID: [Redacted]

Apps

- 
- 
- 
-  


Schedule


Period	Teacher	Class	Room	Term
1	[Redacted]	[Redacted]	[Redacted]	[Redacted]
1	[Redacted]	[Redacted]	[Redacted]	[Redacted]
1	[Redacted]	[Redacted]	[Redacted]	[Redacted]
1	[Redacted]	[Redacted]	[Redacted]	[Redacted]
2	[Redacted]	[Redacted]	[Redacted]	[Redacted]
2	[Redacted]	[Redacted]	[Redacted]	[Redacted]
3	[Redacted]	[Redacted]	[Redacted]	[Redacted]
3	[Redacted]	[Redacted]	[Redacted]	[Redacted]
4	[Redacted]	[Redacted]	[Redacted]	[Redacted]
4	[Redacted]	[Redacted]	[Redacted]	[Redacted]

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 Ruins

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: * Do not use CCSD email.

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: * Do not use CCSD email.



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

The screenshot shows a web form titled "Graduation Plans". It includes a section for selecting the graduation term, with "Spring Term (May)" selected. Below this is a section for participation in the commencement ceremony, with the first option selected. A red "SUCCESS" message box is overlaid on the form, stating "Graduation Form Saved Successfully." and has an "OK" button. Below the success message is a "Contact Information" section with input fields for "Student Cell Phone" and "Student Email", and a "SUBMIT" button at the bottom.

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" icon and a "LOGOUT" link. Below the header, the user's name "Jared Aarons" is displayed. A white box contains the following information: "Classification: Student", "Email Address: Jared.Aarons@students.cobbk12.org", and "StudentID: 500200". A red arrow points to the "LOGOUT" link in the top right corner.

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