

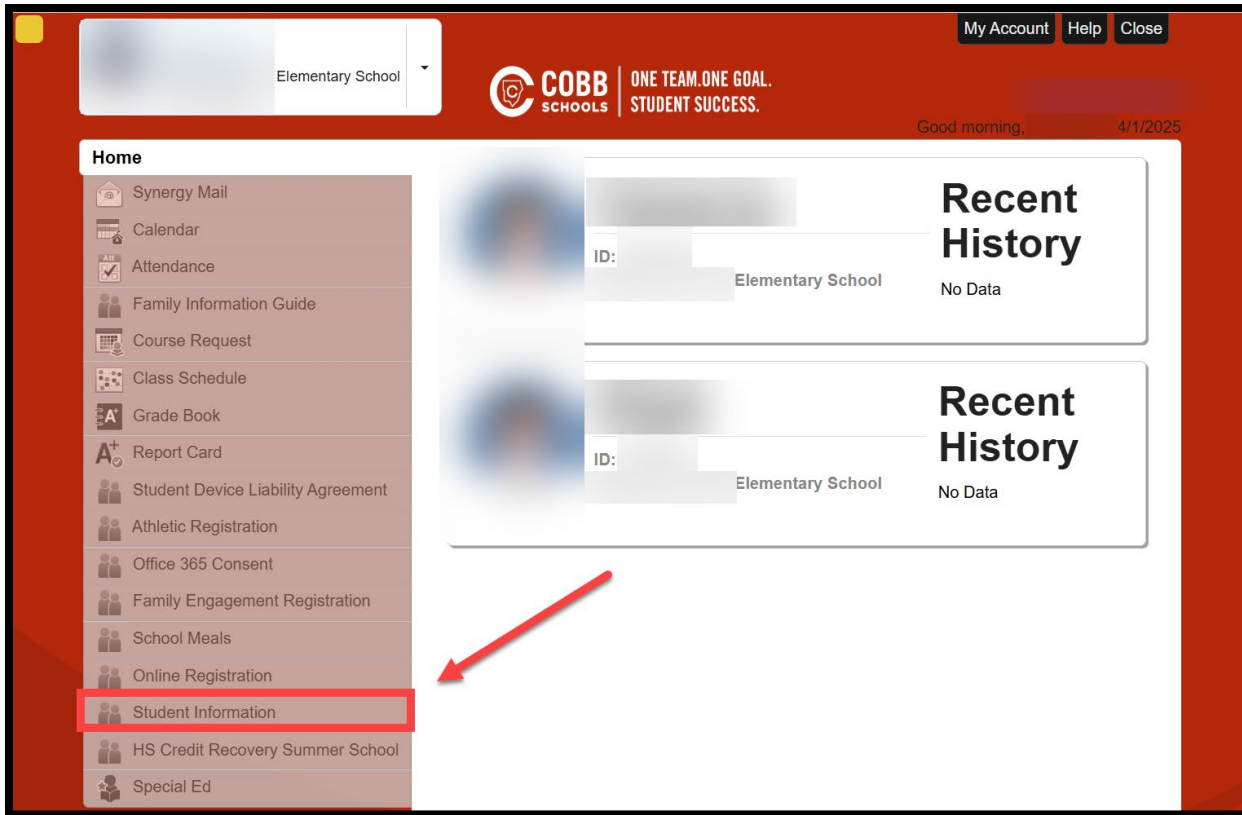
WELCOME TO THE CCSD PARENTVUE PORTAL

TO UPDATE STUDENT INFORMATION

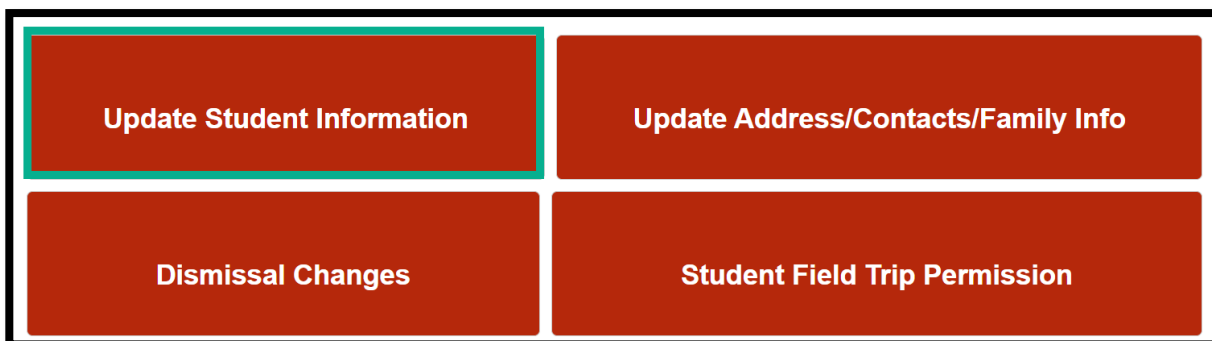
<https://parentvue.cobbk12.org/>

If you need additional assistance contact your local school.

Step 1: Log into your ParentVUE account, select Student Information on the left menu bar.

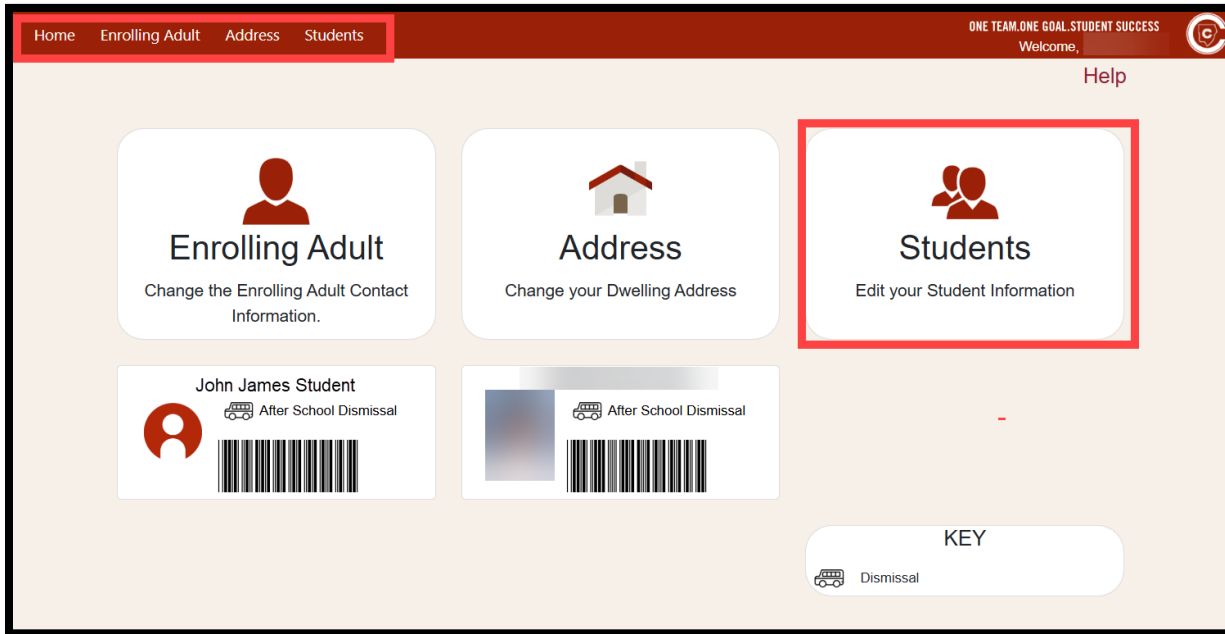


Step 2: Select Update Student Information.



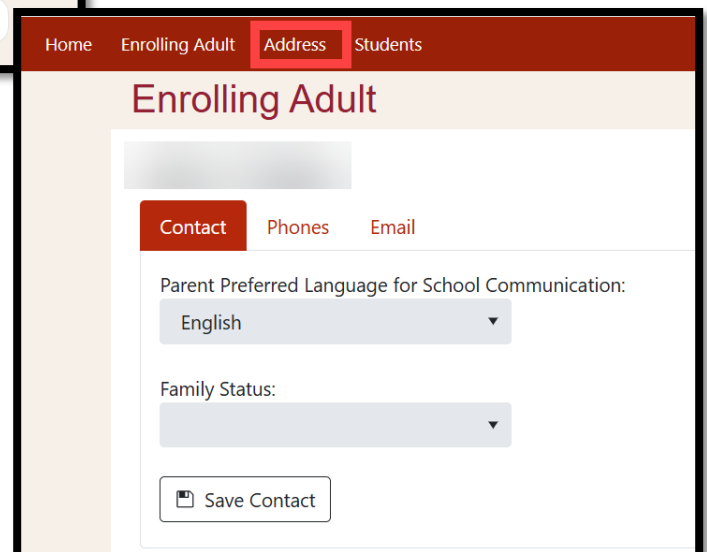
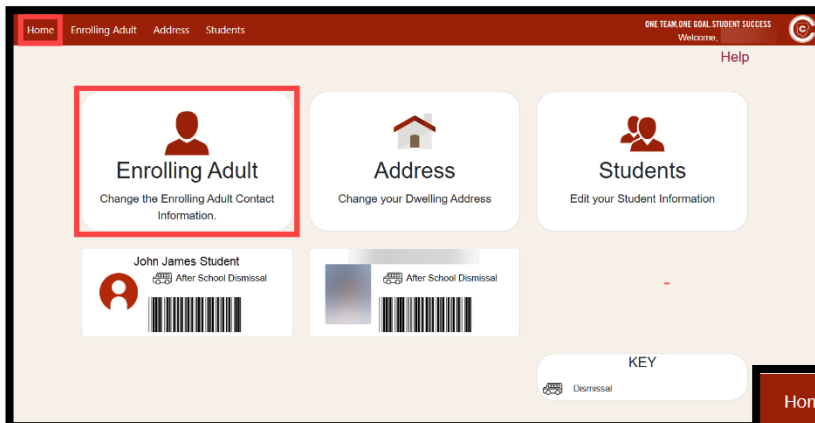
Step 3: Review each tab/icon to update your contact information and make any changes needed.

Click on the each Information tab to open the next screen and make any needed changes to your information.



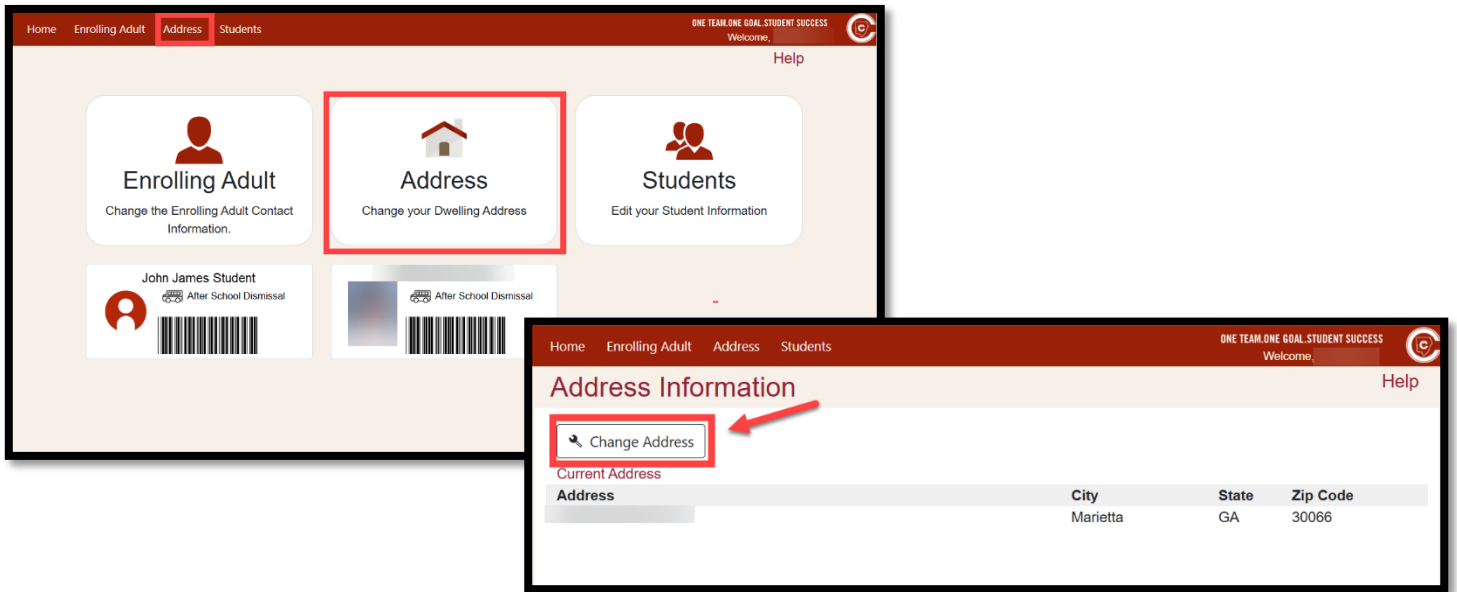
To change the Primary Phone Number, Email Address, the Parent's Preferred Language for School Communication, or Family Status

Click on the Enrolling Adult icon or tab.



To change your dwelling address

Click on the Address tab. Then click Change Address.



Search for and select your address. If address isn't found, click "Add New Address".

Address Information [Help](#)

Address Search [Back](#)

Enter the street number and the street name field, when the complete address is listed as a choice on the screen, click on the row to select the dwelling address for your student. If the address is not found, click Add New Address.

Street Number: Street Name: Apt # City Zip Code

* Click row to select address.

Address	Apt #	City	State	Zip Code
1234 Cumberland Creek Pl		Marietta	GA	30008

Indicate your Residence Status, Upload required documents and click Change My Address.

HomeEnrolling AdultAddressStudents

ONE TEAM. ONE GOAL. STUDENT SUCCESS
Welcome,

Address InformationHelp

New AddressChange Address

Address	Apt #	City	State	Zip Code
1234 Cumberland Creek Pl		Marietta	GA	30008

Residence Status:
☐ Own ☐ Rent ☐ Share

Make the Mailing Address the Same:

YES

Residence Status is required to continue the Address Change Request.

Pending Address Documents

Document

Current Utility Bill

Click the Upload button to upload a Document.

Upload

Uploaded Documents

Waivers

Current utility monthly statement or agreement document evidencing move.

Document

Lease/Rental Agreement or Home Ownership Document

Click the Upload button to upload a Document.

Upload

Uploaded Documents

Waivers

[Waiver for Pending Move](#)
[Statement of Legal Residency](#)

To add a new address

Enter the street number, street address, apartment #, city, state, and only the first 5 digits of the zip code. Do not use any periods or commas in these fields. Also indicate if the mailing address is the same as the dwelling address. Then click Save.

The screenshot shows a web application interface for adding a new address. The top navigation bar includes links for Home, Enrolling Adult, Address, and Students. The main heading is 'Address Information' with a 'Help' link. The form is titled 'Enter New Address' and includes a 'Back to Search' button. The form fields are: Address, Apt #, City, State (a dropdown menu), and Zip Code. Below these fields, there are two sections: 'Residence Status' with radio buttons for Own, Rent, and Share, and 'Make the Mailing Address the Same' with a 'YES' radio button. A message states: 'Residence Status is required to continue the Address Change Request.' Below the form, there are two sections: 'Pending Address Documents' and 'Waivers'. The 'Pending Address Documents' section shows a document titled 'Current Utility Bill' with an 'Upload' button. The 'Waivers' section shows a document titled 'Lease/Rental Agreement or Home Ownership Document' with an 'Upload' button. There are also links for 'Waiver for Pending Move' and 'Statement of Legal Residency'.

Home Enrolling Adult Address Students ONE TEAM ONE GOAL STUDENT SUCCESS Welcome, [User Name]

Address Information Help

Enter New Address [Back to Search]

Address	Apt #	City	State	Zip Code

Residence Status: ☐ Own ☐ Rent ☐ Share ⓘ

Make the Mailing Address the Same: ☒ YES

ⓘ Residence Status is required to continue the Address Change Request.

Pending Address Documents

Document ⓘ
Current Utility Bill

ⓘ Click the Upload button to upload a Document.

Uploaded Documents

Document ⓘ
Lease/Rental Agreement or Home Ownership Document

ⓘ Click the Upload button to upload a Document.

Uploaded Documents

Waivers
Current utility monthly statement or agreement document evidencing move.

[Waiver for Pending Move](#)

[Statement of Legal Residency](#)

When changing your address, you will need to upload 2 proofs of residency documents.

Home Enrolling Adult Address Students ONE TEAM ONE GOAL STUDENT SUCCESS Welcome, [User Name]

Address Information

Enter New Address [Back to Search]

Address Apt # City State Zip Code

Residence Status: ☐ Own ☐ Rent ☐ Share ☐ [Other]

Make the Mailing Address the Same: ☒ YES

Residence Status is required to continue the Address Change Request.

Pending Address Documents

Document Current Utility Bill

Click the Upload button to upload a Document

Upload

Uploaded Documents

Document Lease/Rental Agreement or Home Ownership Document

Click the Upload button to upload a Document

Upload

Waivers

Current utility monthly statement or agreement document evidencing move.

[Waiver for Pending Move](#)

[Statement of Legal Residency](#)

To upload Other Enrollment Documents

Click on the Students tab and select Enrollments Documents icon. Users can upload additional documents needed for student enrollment: Authorization to Release Records, Kinship Caregiver Form, Statement of Legal Residence, updated Immunization Forms, and Court or Legal Documents.

Home Enrolling Adult Address Students ONE TEAM ONE GOAL STUDENT SUCCESS Welcome, [User Name]

Students

Student ID: [Redacted] Birth Date: [Redacted] Birth Country: [Redacted] Birth State: [Redacted]

GTID: [Redacted]

Gender: [Redacted]

[Barcode]

Contacts

Transfer(s) Apply/View

Field Trips

Get Carline Dismissal Bar Code

Enrollment Documents

Family Surveys

Enroll in ASP

Medical Information

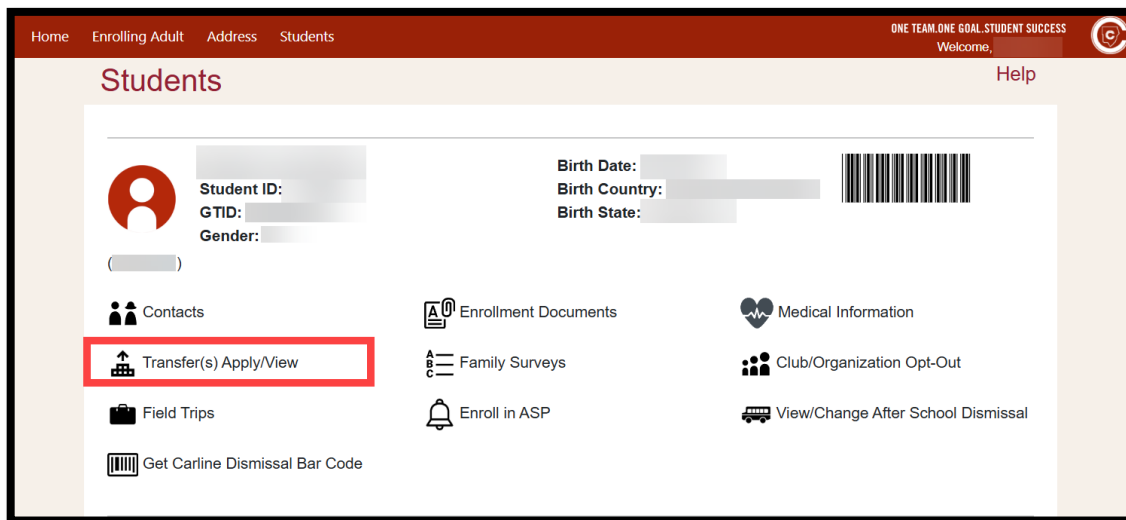
Club/Organization Opt-Out

View/Change After School Dismissal

To apply for a Transfer

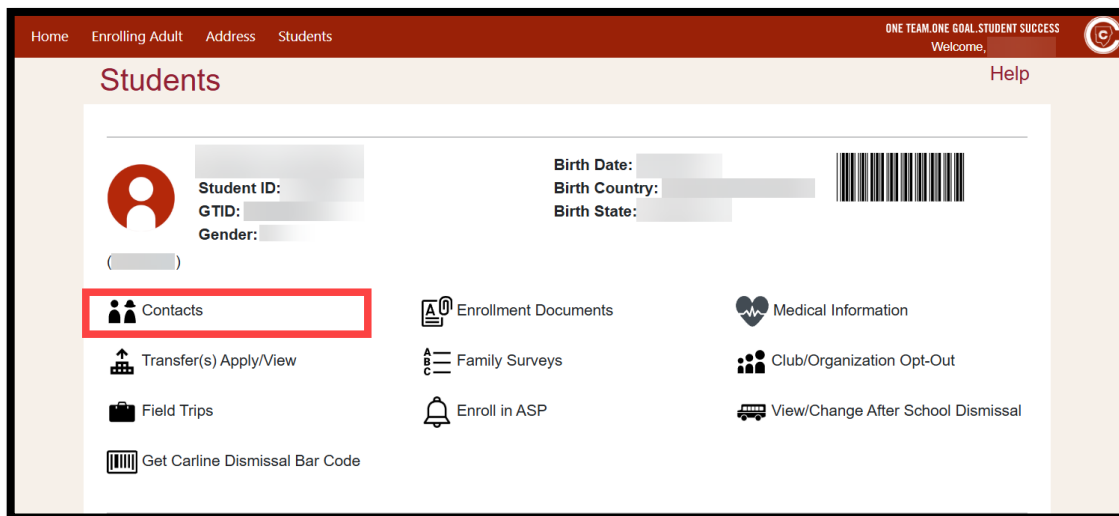
Click on the Students tab and select Transfers icon.

(McKinney-Vento Homeless Assistance Act) Any parent/guardian who may be living in a homeless situation should complete Form [JBC\(1\)-1](#) (Student Residency Statement) and contact the Homeless Education Program at 678-503-0173 for information/interview.



To change Student Contacts

Go to the Students Tab and click the Information/Contacts icon.



In the student section you can change student contact rights, edit contacts, add contacts, delete contacts, or change the call order.

Click Save when complete.

Home Enrolling Adult Address Students ONE TEAM. ONE GOAL. STUDENT SUCCESS Welcome, Help

Contacts

Back to Students

Student ID: [Redacted]

+ Add A Contact

Edit	Person	Relationship to Student	Release To	Contact Allowed	Education Rights	Call Order
[Pencil Icon]	(Enrolling Adult)	Father	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	↓
[Pencil Icon]		Mother	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	↑ ↓
[Pencil Icon]		Grandmother	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	↑ ↓
[Pencil Icon]		Grandmother	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	↑

To Edit Medical Information

Update your student's medical information and complete the electronic clinic card in the ParentVUE Student Information Form every school year. In the Student Information Form select **Students> Medical Information** icon.

Home Enrolling Adult Address Students ONE TEAM. ONE GOAL. STUDENT SUCCESS Welcome, Help

Students

Student ID: [Redacted]
GTID: [Redacted]
Gender: [Redacted]

Birth Date: [Redacted]
Birth Country: [Redacted]
Birth State: [Redacted]

[Barcode]

[Contacts Icon] Contacts
 [Transfer Icon] Transfer(s) Apply/View
 [Field Trips Icon] Field Trips
 [Dismissal Icon] Get Carline Dismissal Bar Code

[Enrollment Documents Icon] Enrollment Documents
 [Family Surveys Icon] Family Surveys
 [Enroll in ASP Icon] Enroll in ASP

[Medical Information Icon] Medical Information
 [Club/Organization Opt-Out Icon] Club/Organization Opt-Out
 [View/Change After School Dismissal Icon] View/Change After School Dismissal

Step 5: If additional students are in the family, you will need to select the additional students in ParentVUE to make changes to their information.

After all updates have been made, you may log out of the system.

If you need additional assistance contact your local school.