

# COBB PARENTS ABLE TO UPDATE STUDENT, FAMILY INFO IN PARENTVUE

Enrolling Adults of Cobb students are able to log in to their ParentVUE account to update their family information.

The enrolling adult will be able to digitally update their email, phone numbers, address, and contact information for their student via an electronic device.

This platform was created to eliminate the need for the enrolling adult to come to the school to complete this information.

Current families that do not have a ParentVue account will need to contact their local school for their login information. More information on obtaining an account is included below.

- A request for a new ParentVUE account can be made only by the enrolling adult of an actively enrolled student.
- You will be asked to verify that the request is being made by the enrolling adult by providing an email copy of your ID.
- Once verified, you will receive an email with an Activation Key that will allow you to register for an account. You will also receive the ParentVUE Acceptable Use Policy & User Agreement for your records.

## COMPLETE THE FOLLOWING STEPS AFTER LOGGING IN TO PARENTVUE

- Select your student.
- Scroll down to the tab on the left side and select Change My Information.
- Update Enrolling Adult & Family Information – can update phone number, email address, and family status.
- Student Contacts – Select Contact Types to improve student safety.
  - Release To - This person has permission from the enrolling adult to pick up the student from school or from ASP.
  - Contact Allowed – This person may be contacted by the school in case of an emergency. He/she may also receive general notifications from the school not related to the individual student's educational record; Example: School Newsletter.
  - Education Rights- This person may have access to the student's educational records under FERPA, including online access to grades, discipline and attendance.
- Address Change - If you have an address change, you will need to upload Home Ownership documentation or Lease/Rental Agreement and a current utility bill. The address will not be changed for the student in the system until the proofs of residency have been verified by the local school. If your new address is listed outside of the current school's feeder pattern, you will need to apply for a Continuation of Enrollment Transfer for your student to remain at the current school for the remainder of this school year.
  - If you temporarily reside with another person and the proof of residency is in the name of someone other than the enrolling adult or their spouse, you will need to complete Form JBC-2 Statement of Legal Residence for the school. The Spanish version is available [HERE](#).
- Upload Student Documents - updated enrollment documents can be submitted electronically.
- Online Registration - If you have a current Cobb county student and need to register a new student, you will need to use your ParentVue account.

*\*\*Some information is locked in ParentVUE, requiring the enrolling adult to contact the local school for additional paperwork to make the necessary changes\*\**

## SUPPORT

\*If you have any questions or need technical support, please contact your local school for assistance. School contact information is available on the local school website.