



# ParentVue Portal

## How to Update Student Information

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

If you need additional assistance, contact your local school.

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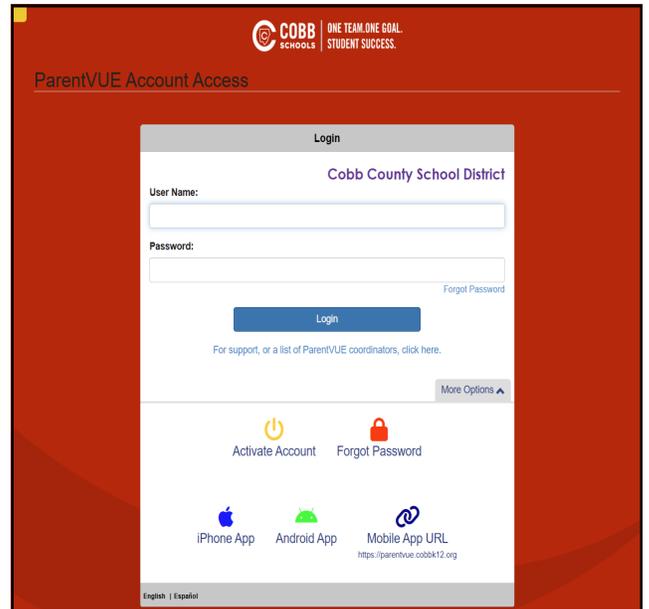
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# Log in to your ParentVUE account

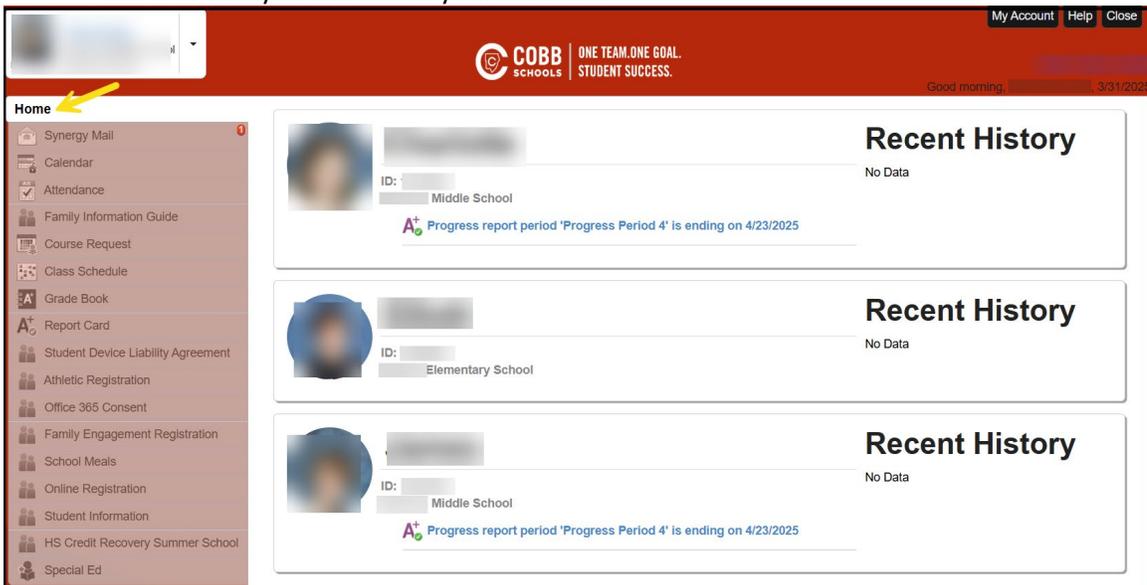
<https://parentvue.cobbk12.org>

- If you did not obtain a ParentVue Activation Key via online registration, first-time ParentVUE users must obtain an Activation Key from your local school to establish an account.
- The ParentVUE login is the same as the online registration username and password.
- For all Synergy ParentVUE support questions or assistance with login or password issues, please contact your local school's [ParentVUE Coordinator](#).
  - A link to the list of ParentVUE coordinators is available on the Login page.



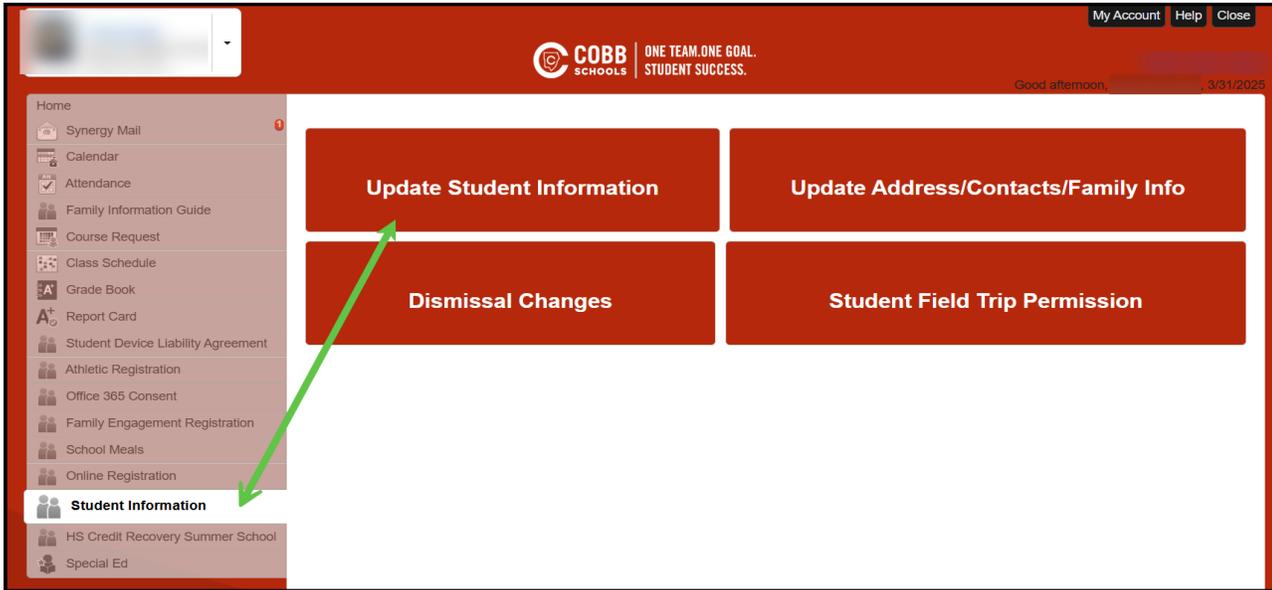
## ParentVUE Home

- This is where you will see all your students.

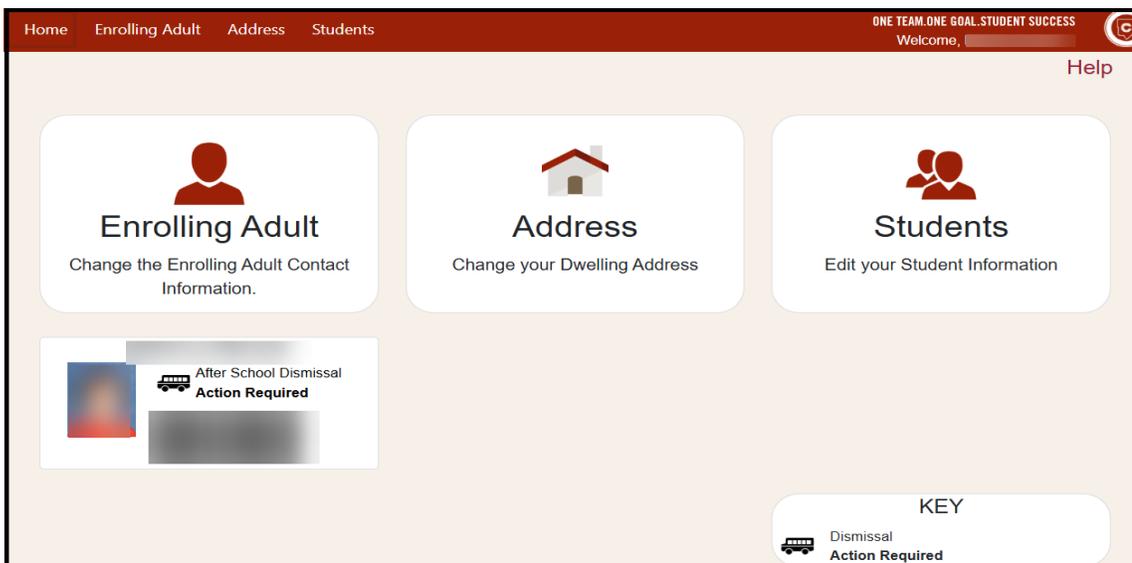


# Student Information Tab

- Select "Student Information" and then click the "Update Student Information" button if you need to make a change or if you received a notification that your student has forms that require action.
  - Contact Information, Address, Student Information, Dismissal (Elementary), Field Trips forms, Enrollment Documents, Medical Information, Enroll in ASP (Elementary), Club/Organization, and Family Surveys.



- Actively enrolled students will each have a card on the Home screen.
- If you have multiple students, they will be listed in order of grade level.
- If a student has an icon displayed in their card that indicates "Action Required," you can click the action, and it will redirect you to that page.



# Enrolling Adult – Change the Contact Information

- Contact
  - Parent Preferred Language for School Communication
  - Family Status
- Phone numbers
  - Call Order – Click the arrow to reorder the phone numbers in the list. This will instruct the school to call the phone numbers in the list in the specified order.
- Email

Home Enrolling Adult Address Students

## Enrolling Adult

Contact Phones Email

Parent Preferred Language for School Communication:  
English

Family Status:  
Married

Save Contact

Home Enrolling Adult Address Students

## Enrolling Adult

Contact Phones Email

+ Add a Phone Number

Number	Type	Call Order	Delete
	Cell	↓	×
		↑	×

Save Phone Numbers

Home Enrolling Adult Address Students

## Enrolling Adult

Contact Phones Email

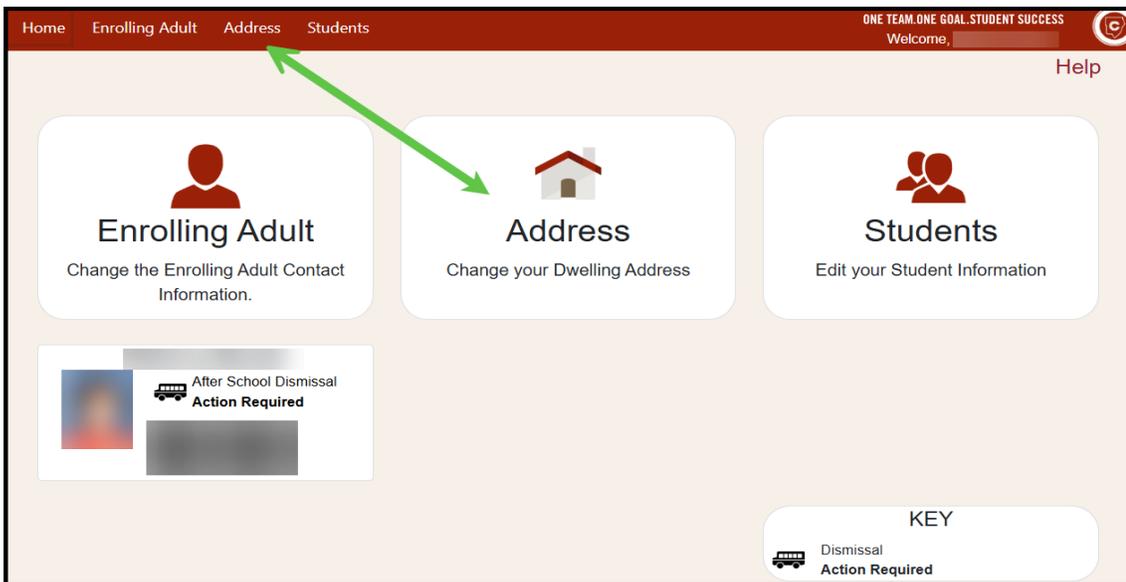
+ Add a Email

Address Type

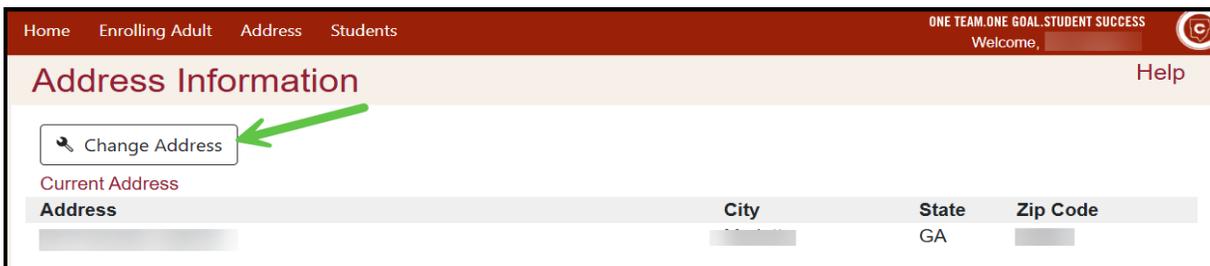
Save Email

# Address – Change your Dwelling Address

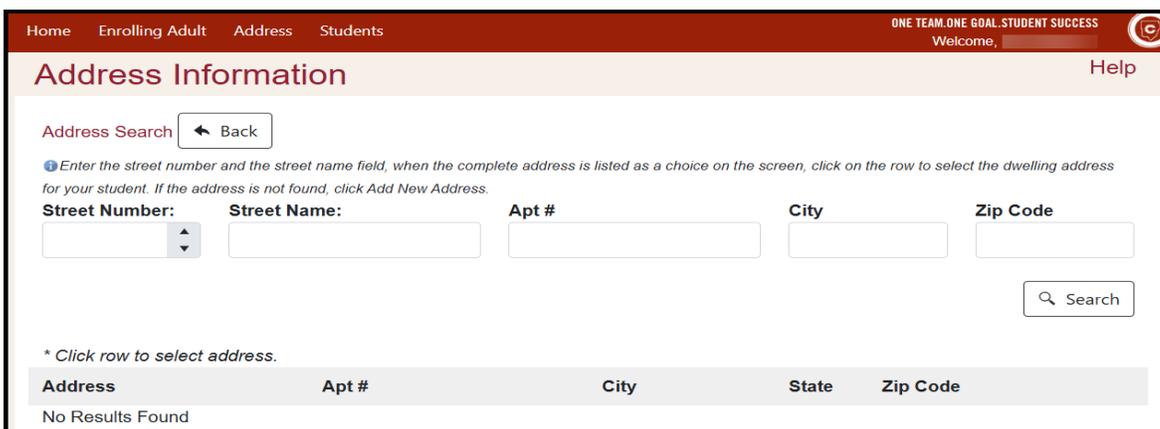
- Select the Address Box or the tab on the top left



- This screen will display your current Home Address.
- If you need to do an Address Change, click on the Change Address box.



- 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.

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

## Address Information

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
123 C		Powder Springs	GA	301278802
1230 W		Marietta	GA	30062
1231 G		Kennesaw	GA	30144
1235 Y		Austell	GA	30106
1239 G		Kennesaw	GA	30144

- If the address is not found, click Add New.

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

## Address Information

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
No Results Found	<a href="#">+ Add New Address</a>			

# 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.
- If the mailing address is different, change the toggle to No.
- When changing your address, you must upload two proofs of residency.
  - Current Utility Bill
  - Lease/Rental Agreement or Home Ownership Document

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

## Address Information Help

[Enter New Address](#) [Back to Search](#)

Address	Apt #	City	State	Zip Code
<input type="text"/>				

Residence Status:  Own  Rent  Share 

**Make the Mailing Address the Same:**  YES  NO

 Residence Status is required to continue the Address Change Request.

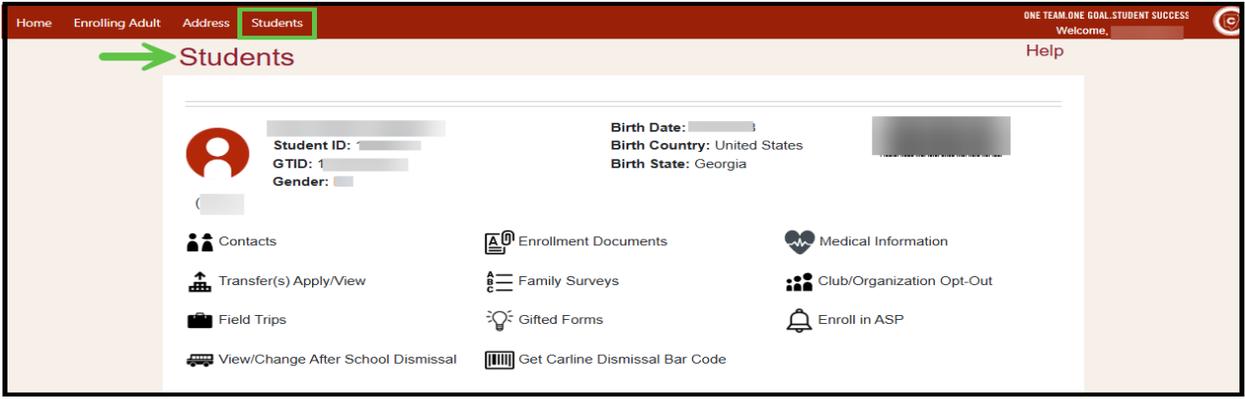
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### Pending Address Documents

<p><b>Document</b> </p> <p><b>Current Utility Bill</b></p> <p> Click the Upload button to upload a Document.</p> <p><input type="button" value="Upload"/></p>	<p><b>Uploaded Documents</b></p>	<p><b>Waivers</b></p> <p>Current utility monthly statement or agreement document evidencing move.</p>
<p><b>Document</b> </p> <p><b>Lease/Rental Agreement or Home Ownership Document</b></p> <p> Click the Upload button to upload a Document.</p> <p><input type="button" value="Upload"/></p>	<p><b>Uploaded Documents</b></p>	<p><b>Waivers</b></p> <p><a href="#">Waiver for Pending Move</a></p> <hr/> <p><a href="#">Statement of Legal Residency</a></p>

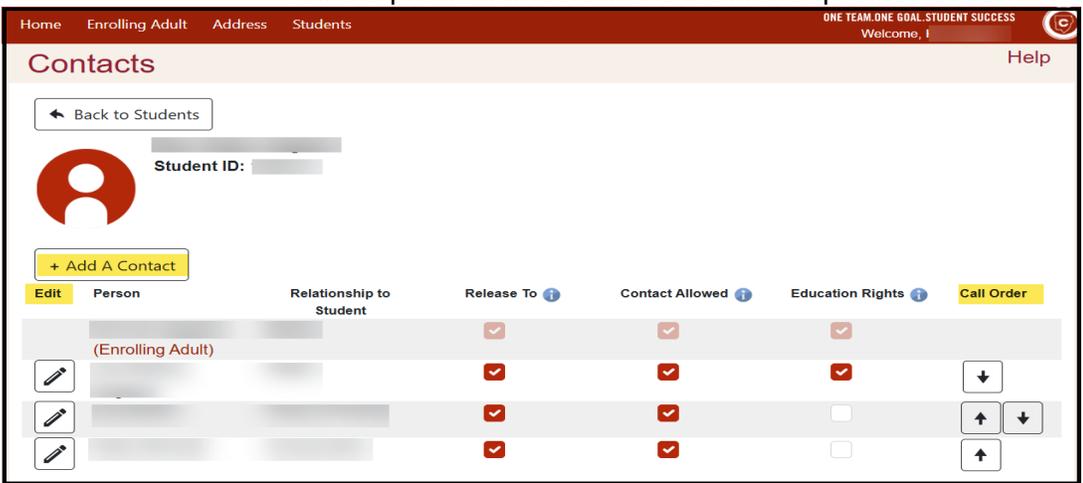
# Students

- This screen lists all of your students enrolled in CCSD.
- This is where you will make changes to the individual student’s information.
  - Contacts, Transfer(s), Field Trips, Dismissals (Elementary), Enrollment Documents, Family Survey, Gifted Forms, Dismissal Barcode (Elementary), Medical Information, Club/Organization Opt-Out, Enroll in ASP (Elementary).



# Contacts

- Each student has their own contacts.
  - Add a Contact
  - Edit a Contact
  - Select who has Release to Rights
    - This person has permission from the enrolling adult to pick up the student from school.
  - Select who has 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.
  - Select who has Education Rights
    - This person may have access to the student’s educational records under FERPA, including online access to grades, discipline, and attendance.
  - Change the Call Order
    - Click the arrow to reorder the phone numbers in the list. This will instruct the school to call the phone numbers in the list in the specified order.



# Enrollment Documents

- Click on "Students," then select the student to whom you need to add documents and select "Enrollment Documents."
- 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, [Name] Help

## Documents

[← Back to Students](#)

Student ID: [Redacted]

*Click the Upload button to upload a Document.*

Upload	Document	Waivers	Uploaded Documents
	Proof Of Birth Date	<a href="#">Waiver for Proof of Birthdate</a>	
	Copy of Social Security Card	<a href="#">Objection to the Use of Social Security Number</a>	
	Current Utility Bill	Current utility monthly statement or agreement document evidencing move.	
	Lease/Rental Agreement or Home Ownership Document	<a href="#">Waiver for Pending Move</a> <a href="#">Statement of Legal Residency</a>	
	Certificate of Immunization Form 3231	<a href="#">Waiver for DPH Form 3231</a> <a href="#">JGC-4: Religious Objections to Required Immunizations</a>	
	Certifications of Vision, Hearing, Dental, and Nutritional Screening Form (3300)	<a href="#">Waiver for DPH Form 3300</a> <a href="#">Religious Objections to Required Health Screening</a>	
	Other Documents		

# Medical Information

- Click on "Students," then select the student and choose "Medical Information."
- Click Save when you have finished completing the form.
- Please complete this form in detail for the health and safety of your child. It is your responsibility, along with your child's, to be aware of the health and disease-related issues unique to your child and the destination.

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

## Medical Information Help

[← Back to Students](#)

 Student ID:

*\* Please complete this form in detail for the health and safety of your child. It is the responsibility of you and your child to be aware of the health and disease-related issues unique to your child and destination.*

### Medical History

Name of Licensed Health Care Provider:

Phone for Licensed Health Care Provider:

Are the child's immunizations up to date?  NO

Does your child have an immunizations Waiver?  NO

Does your child have a medical plan on file with the school district?  NO

*\* Examples of medical plans are (Individual Health Care Plan, Diabetes Medical Management Plan, Seizure Action Plan, Asthma Action Plan, Allergy Action Plan or Emergency Action Plan*

Does your child suffer from any pre-existing medical conditions not covered under a plan cited in the previous question?  NO

Does your child experience motion sickness, sleep walking or food related health concerns?  NO

List any previous operations or serious illnesses your child has had.

### Prescription Medications

Does your student need to take medications at school?  NO

### Over-The-Counter Medications

If your child will be carrying their own OTC medication, completed from JGCD-7 is required. *\*Authorization forms must be completed and submitted for your child to receive medication*  
[Authorization To Carry Over-The-Counter Medication](#)

### Allergies

Does your child have any allergies (food, insect, seasonal, medications, etc.)?  NO

Does your child require emergency epinephrine?  NO

Does your child require oral antihistamine?  NO

### Other

Does your child have any Dietary Restrictions?  NO

For Field Trip Purposes Only - Is there any other information about your child's health or medical history that should be shared with a Trip Sponsor prior to the trip?  NO

I understand that I, or a person that I designate, should arrive within one hour of being called if my child is sick and needing to go home; or with 15 minutes if my child has a fever of 104 degrees F or higher.

**MEDICAL RELEASE STATEMENT:** I hereby authorize the Cobb County School District to seek emergency medical assistance for my child in the event the parent or guardian cannot be reached. I will assume full responsibility for all charges related to above.

## Family Surveys

- Click on "Students," then select the student and choose "Family Surveys."

The screenshot shows a web application interface for "Family Surveys". At the top, there is a navigation bar with "Home", "Enrolling Adult", "Address", and "Students" on the left, and "ONE TEAM. ONE GOAL. STUDENT SUCCESS" and "Welcome" on the right. The main heading is "Family Surveys" with a "Help" link. Below the heading is a "Back to Students" button. A student profile picture and "Student ID:" field are visible. The form includes a section for "Surveys" with a toggle switch for "Has your family moved in order to work in another city, state, or country in the past 3 years?" set to "NO". A "Military Survey" section asks "Does either parent / guardian / step-parent in this family meet any of the following:" with several checkboxes: "Is an active member of the uniformed services", "Is currently a member of the military reserves in the U.S. Armed Forces, National Guard or Reserve", "Is a member or veteran of the uniformed services who is severely injured and medically discharged or retired for a period of one year after medical discharge or retirement", "Is a member of the uniformed services who died on active duty or as a result of injuries sustained on duty for a period of one year after death.", and "None Of The Above". At the bottom, there are "Save" and "Cancel" buttons, with a green arrow pointing to the "Save" button.

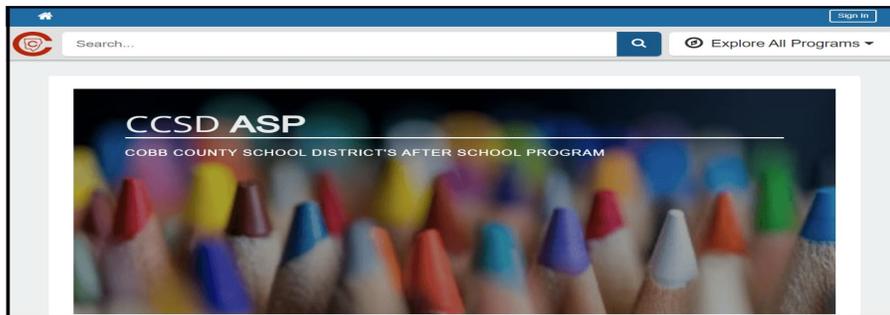
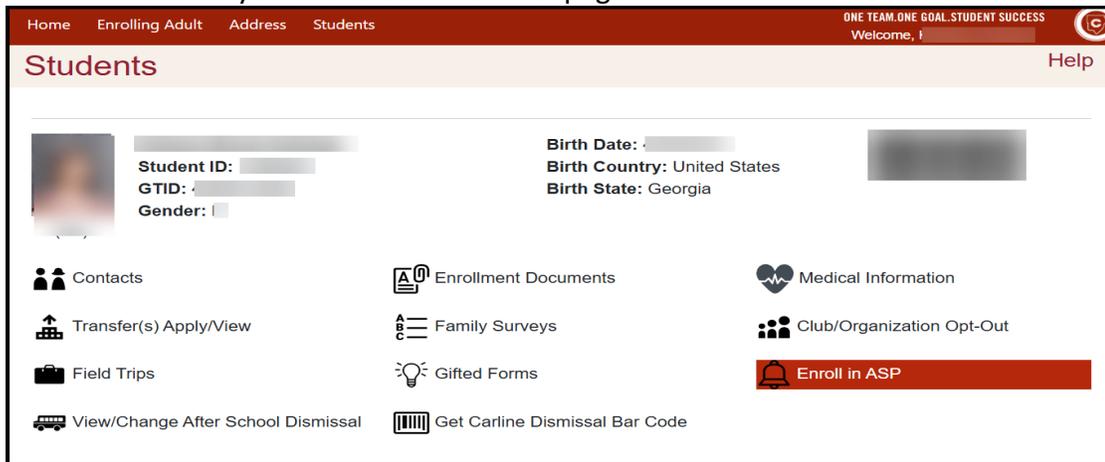
## Club Organization Opt-Out

- Click on "Students," then select the student and choose " Club Organization Opt-Out."

The screenshot shows a web application interface for "Club Organization Opt-Out". At the top, there is a navigation bar with "Home", "Enrolling Adult", "Address", and "Students" on the left, and "ONE TEAM. ONE GOAL. STUDENT SUCCESS" and "Welcome" on the right. The main heading is "Club Organization Opt-Out" with a "Help" link. Below the heading is a "Back to Students" button. A student profile picture and "Student ID:" field are visible. The form includes a section titled "PLEASE READ CAREFULLY:" with the text: "This is an 'opt-out' section regarding students clubs and organizations. Sign Only if you decline permission for your student to participate." Below this is a paragraph: "I decline permission for my child (under the age of 18) to participate in the following school club(s) which are defined as curriculum related student groups and all faculty-led non-curriculum related student groups which do not hold or espouse any particular, religious, political, or philosophical beliefs:". There is a text input field for "Enrolling Adult Signature:". Below the signature field is a paragraph: "I understand that I should discuss this prohibition with my student. I also understand that Administrative Rule JHC-R(School Clubs/Organizations and Student Organizations) provides more information regarding school clubs." At the bottom, there are "Save" and "Cancel" buttons, with a green arrow pointing to the "Save" button.

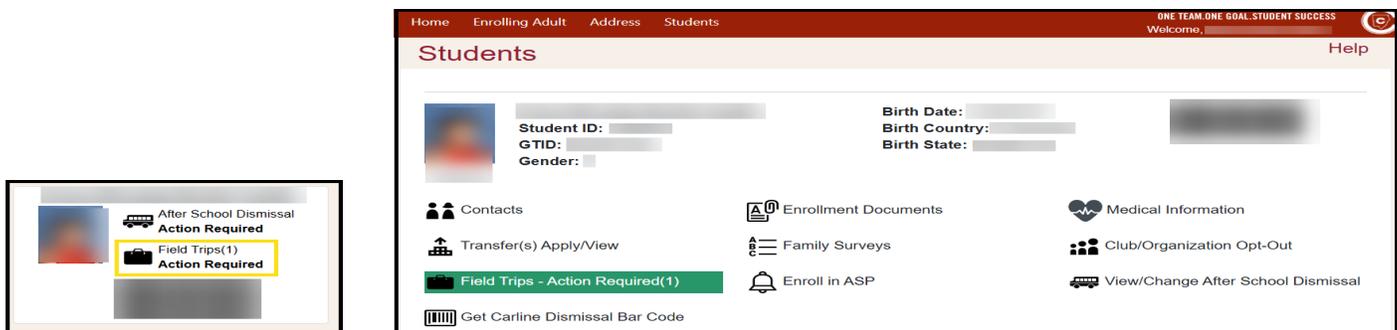
## Enroll in ASP

- Click on "Students," then select the student and choose "Enroll in ASP."
- This takes you to the CCSD ASP webpage.



## Field Trips

- Click on "Students," then select the student and choose "Field Trips."
- This will display any upcoming trips and past trips that have been taken.
- If a student has an upcoming Field Trip, the enrolling adult will receive an email notifying them that Action is required.
- When the parent logs into ParentVUE • Student Information, they will see this icon on the student who has a Field Trip form that needs Action.





# Students

Help

← Back to Students



Student ID: [Redacted]

## Active Trips

PERMISSION	TRIP NAME / DESCRIPTION	TRIP DATES	STATUS
<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Decline	[Redacted] Nature Center ([Redacted]) Students will engage in tours [Redacted]	Depart: [Redacted] 9:30:00 AM Return: [Redacted] 1:30:00 PM	

## Past Trips

TRIP NAME / DESCRIPTION	TRIP DATES	STATUS
[Redacted] Field Trip: Meeting Freedom [Redacted] Students will be able to observe [Redacted]	Depart: [Redacted] 10:00:00 AM Return: [Redacted] 10:31:00 AM	Permission Closed
Performing Arts, [Redacted] GA Ballet performance of [Redacted]	Depart: [Redacted] 9:15:00 AM Return: [Redacted] 11:30:00 AM	Permission Closed
[Redacted] Mountain [Redacted] Students will walk the perimeter of the [Redacted]	Depart: [Redacted] 9:15:00 AM Return: [Redacted] 1:00:00 PM	Permission Closed
[Redacted] Musical [Redacted] Students will watch a performance of the [Redacted]	Depart: [Redacted] 10:00:00 AM Return: [Redacted] 12:00:00 PM	Permission Granted
[Redacted] Safety Village ([Redacted]) District required field trip	Depart: [Redacted] 9:30:00 AM Return: [Redacted] 1:15:00 PM	Permission Granted