

Cobb County School District



Student Portal
Commencement Tickets Request and Allocation
Online Instructions

October 2024

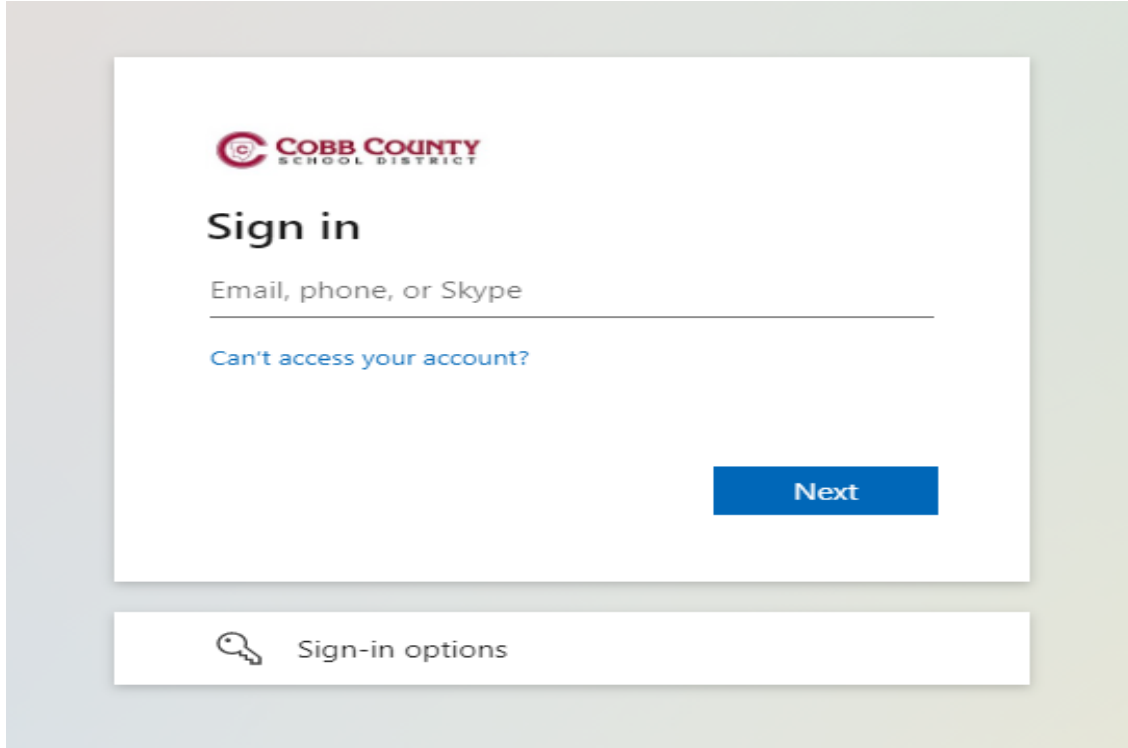
Revision Chart

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.

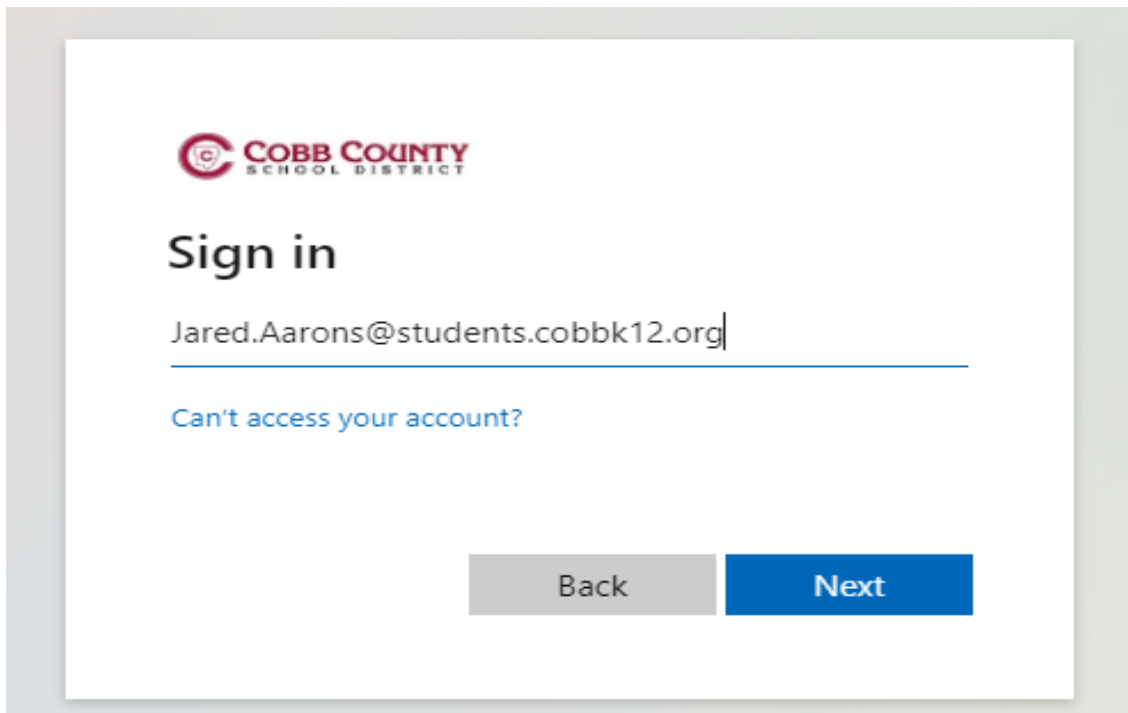
Date	Source	Description of Changes
03/2/2023	S. Wilcox	Initial Publication v1
11/27/2023	S. Wilcox	Update screenshots
10/28/2024	K. Giesler	Update dates and screenshots

COMMENCEMENT TICKETS REQUEST AND ALLOCATION (Online Instructions for Students)

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



Students will sign in using their CCSD student email address.



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




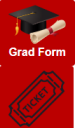
ONE TEAM. ONE GOAL. STUDENT SUCCESS. LOGOUT

STUDENT PORTAL 



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

Apps

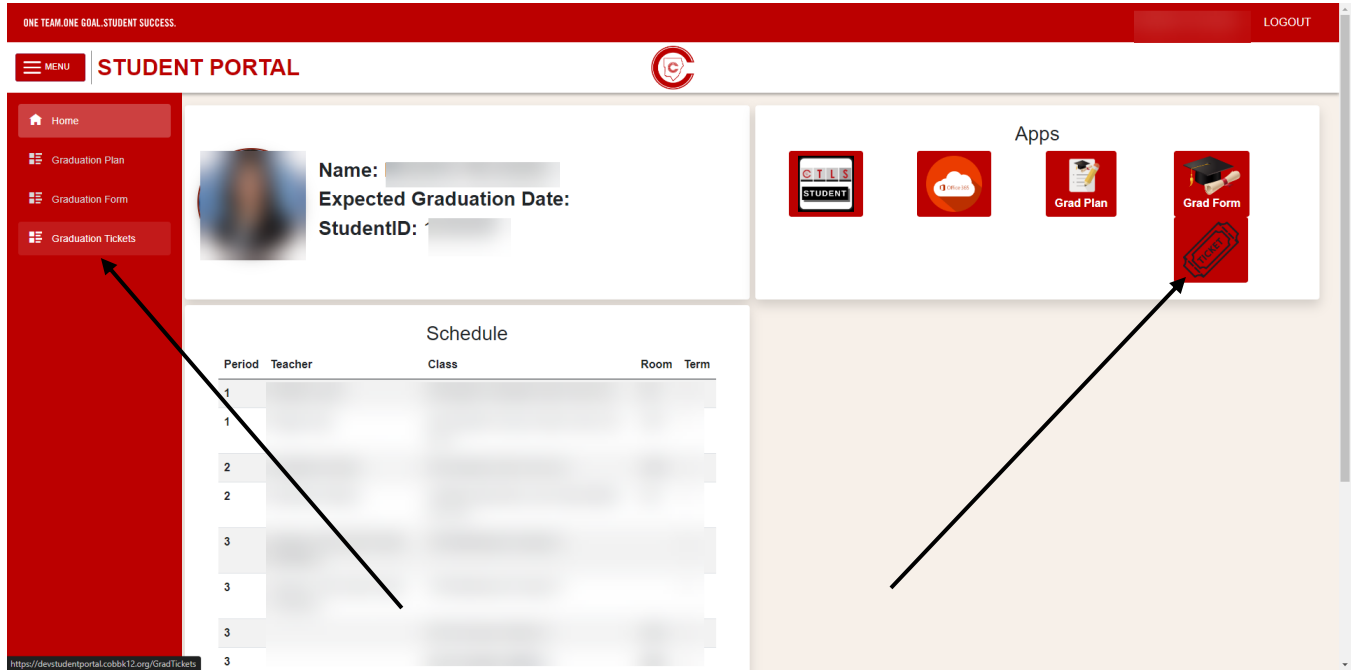
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Schedule

Period	Teacher	Class	Room	Term
1				
1				
2				
2				
3				
3				
3				
3				
4				
4				

TICKET REQUEST

Choose **Graduation Tickets** from the menu on the left or the "Ticket Icon" under Apps.



Please read all information on the screen before entering information on the Commencement Ticket Request Form.

In the request box, please enter the number of tickets you are requesting for your guests by typing in your request.

Please note the deadline date for ticket requests to be submitted. The deadline for December graduates is **December 4**. The deadline for May graduates is **February 28**. **The number of tickets you are requesting may be edited at any time until the deadline. Requests for tickets cannot be edited after the deadline and will be final.**

Once you have entered the number of tickets desired, **CLICK SUBMIT REQUEST**.

The screenshot shows the 'Commencement Ticket Request' form in the Student Portal. At the top, there is a red navigation bar with the text 'ONE TEAM ONE GOAL STUDENT SUCCESS.' on the left and 'LOGOUT' on the right. Below this is a 'MENU' button and the 'STUDENT PORTAL' title. The form itself is titled 'Commencement Ticket Request' and contains a text input field with the value '4'. Below the input field, there is a paragraph of text: 'I understand that I will be provided as many tickets as possible within the number requested, but that I am not guaranteed the full number of guest tickets that I am requesting. I further understand that the graduate must be participating in the ceremony to receive tickets to the ceremony.' Below this is the 'Deadline for Request: Monday, March 24, 2025.' and another paragraph: 'Guest tickets will only be distributed to the graduate for whom the tickets are granted, and picture identification may be required to claim the tickets.' At the bottom left of the form is a 'SUBMIT REQUEST' button. Annotations include a black arrow pointing to the input field, a red arrow pointing to the deadline text, and another black arrow pointing to the 'SUBMIT REQUEST' button.

Once submitted, you will receive a message that your request was submitted successfully.

The screenshot shows the 'Commencement Ticket Request' form after submission. At the top, there is a red navigation bar with the text 'ONE TEAM ONE GOAL STUDENT SUCCESS.' on the left and 'LOGOUT' on the right. Below this is a 'MENU' button and the 'STUDENT PORTAL' title. A green banner at the top of the form area displays the message 'Request submitted successfully.' Below this is the 'Commencement Ticket Request' form. The text input field now contains the value '5'. The rest of the form content, including the disclaimer and the 'SUBMIT REQUEST' button, remains the same as in the previous screenshot. A black arrow points from the success message banner to the input field.

Be sure to LOGOUT!

ONE TEAM. ONE GOAL. STUDENT SUCCESS. (Cobb Student) LOGOUT

MENU STUDENT PORTAL

Request submitted successfully.

Commencement Ticket Request

I would like to request 5 guest ticket(s) to the Ceremony on **Thursday, May 25, 2023**.

I understand that I will be provided as many tickets as possible within the number requested, but that I am not guaranteed the full number of guest tickets that I am requesting. I further understand that the graduate must be participating in the ceremony to receive tickets to the ceremony.

Deadline for Request: **Friday, March 24, 2023.**

Guest tickets will only be distributed to the graduate for whom the tickets are granted, and picture identification may be required to claim the tickets.

SUBMIT REQUEST

TERMS OF SERVICE PRIVACY POLICY LOGOUT
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TICKET ALLOCATION

Once the deadline has passed and tickets have yet to be allocated, the following message will display if you login to your account in the Student Portal. **No ticket requests can be made or modified once the deadline has passed.**

ONE TEAM. ONE GOAL. STUDENT SUCCESS. (Cobb Student) LOGOUT

MENU STUDENT PORTAL

Commencement Ticket Request

Thank you for submitting your request for commencement tickets. The deadline to request tickets or make changes to a previously submitted request has passed. Tickets have not yet been allocated. Requests are being reviewed and the school will notify you once tickets have been allocated and the resulting number of tickets you have been granted is available for you to view.

You will be notified by your school once tickets have been allocated. This will be as soon as possible after the deadline date for requesting tickets. To view the number of tickets you will receive, you must log in to the Student Portal.

The number of guest tickets received will be displayed along with the date they will be distributed by your school.

ONE TEAM. ONE GOAL. STUDENT SUCCESS. (Cobb Student) LOGOUT

MENU STUDENT PORTAL

Commencement Ticket Request

You have been granted **5** ticket(s) which may be picked up after commencement practice on **Wednesday, May 24, 2023**.

Students should be prepared to show picture identification when they pick up the tickets.

If you still need additional tickets beyond that granted herein, you should network with your classmates to see if there are other students who do not need all their allocation and might be able to provide you with their overage. Please keep in mind that only those seniors participating in the ceremony will receive tickets to the ceremony.

If you have questions, please contact the graduation administrator at your high school.