Cobb County School District



Student Portal

Graduation Information Form

Online Instructions

2026 - 2027

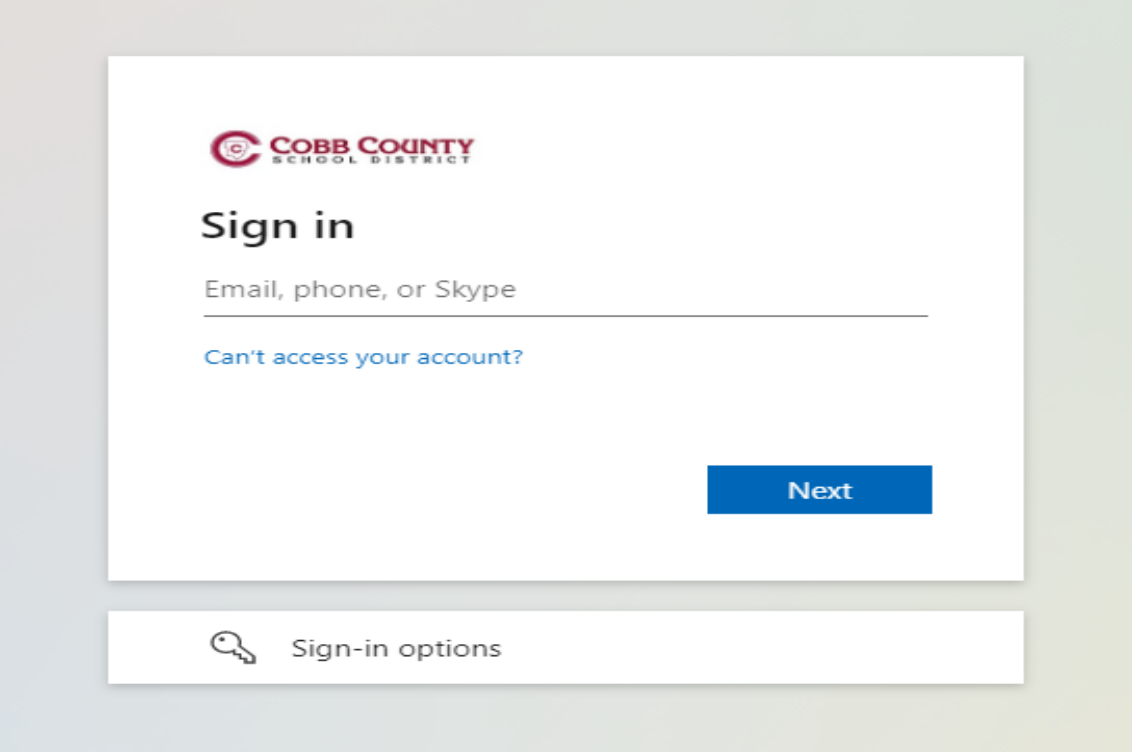
Revision Chart

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.

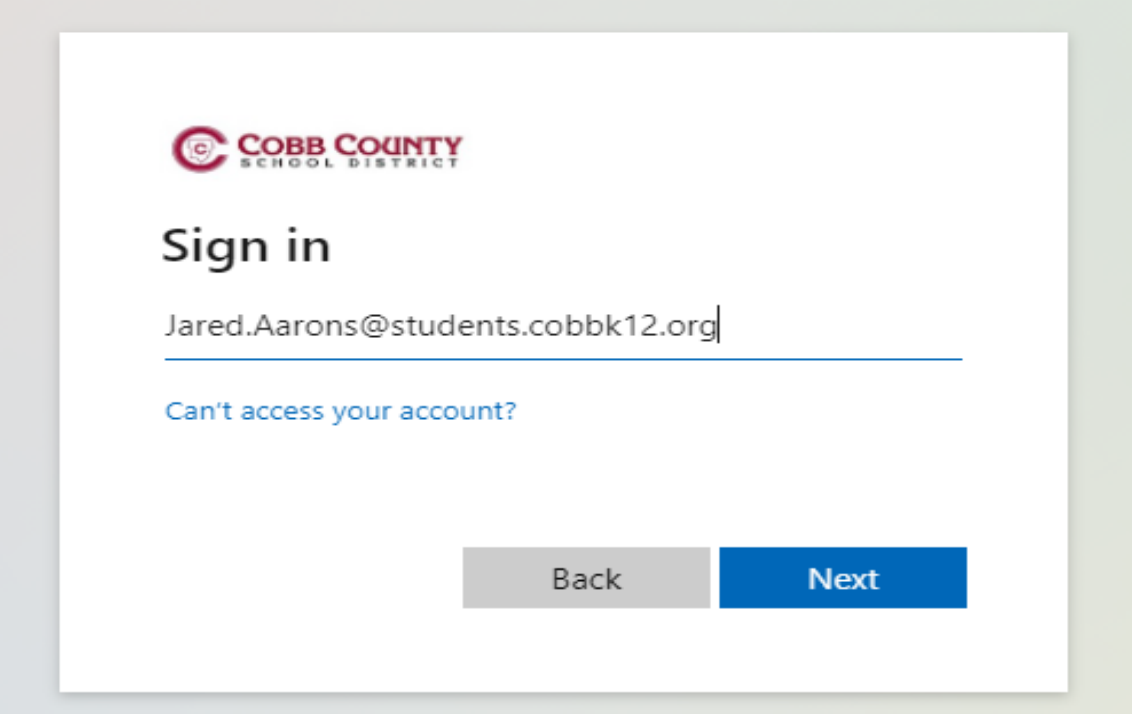
Date	Source	Description of Changes
11/02/2021	Sonia Wilcox	Initial Publication v1
09/10/2024	John Stafford	Updated screenshots & instructions to reflect current user interface.
08/21/2025	Leah Vania	Updated dates to SY2026, Edits for Clarity
08/10/2026	Kendall Aronson	Updated dates

GRADUATION INFORMATION FORM (Online Instructions for Students)

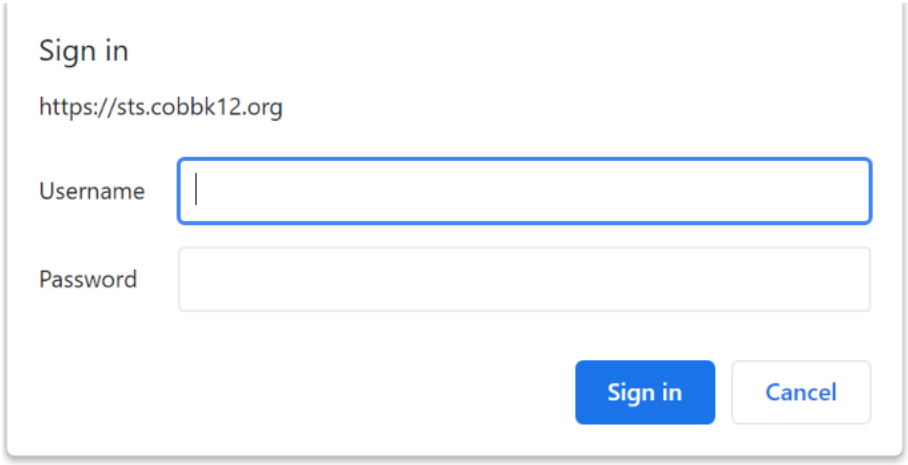
Access Student Portal via studentportal.cobbk12.org



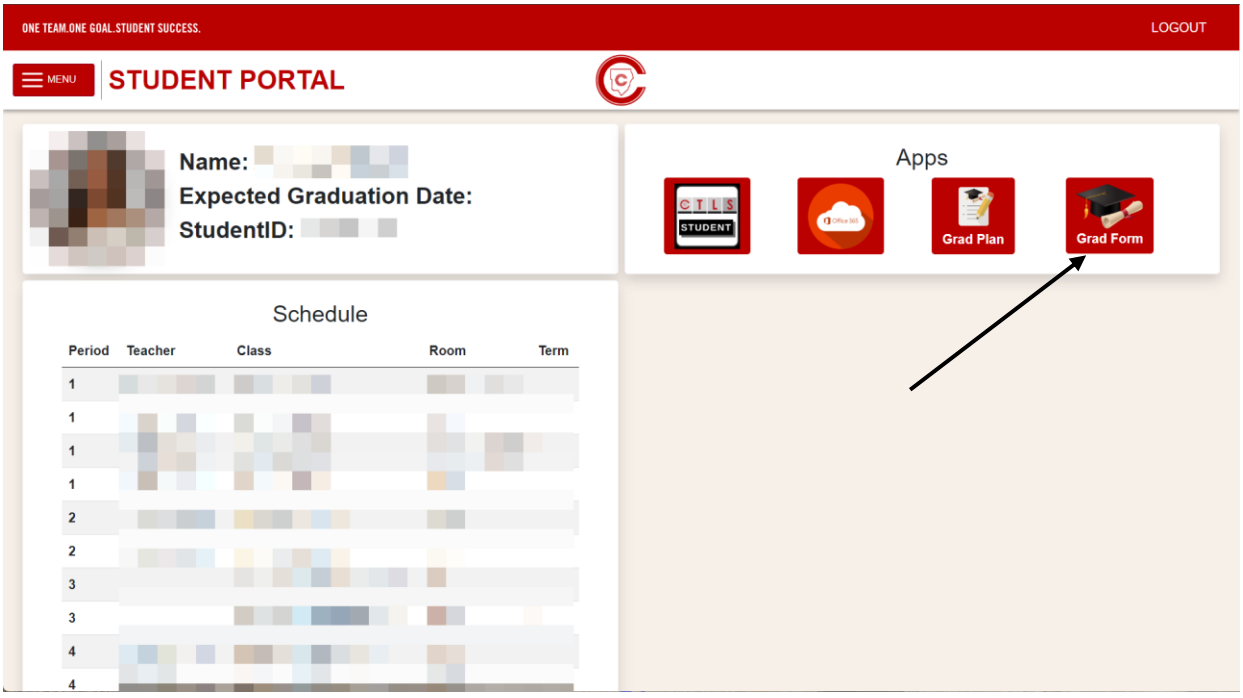
Students will sign in using their CCSD student email address.



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.



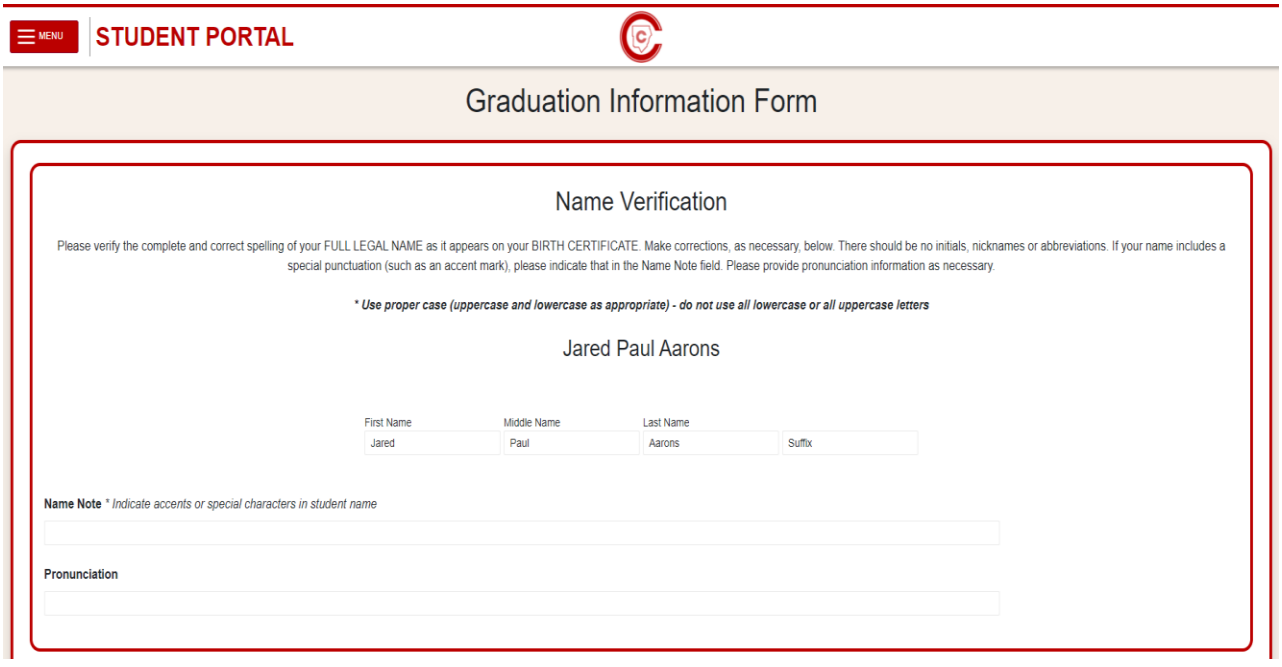
Choose **Graduation Form** from the list of Apps.



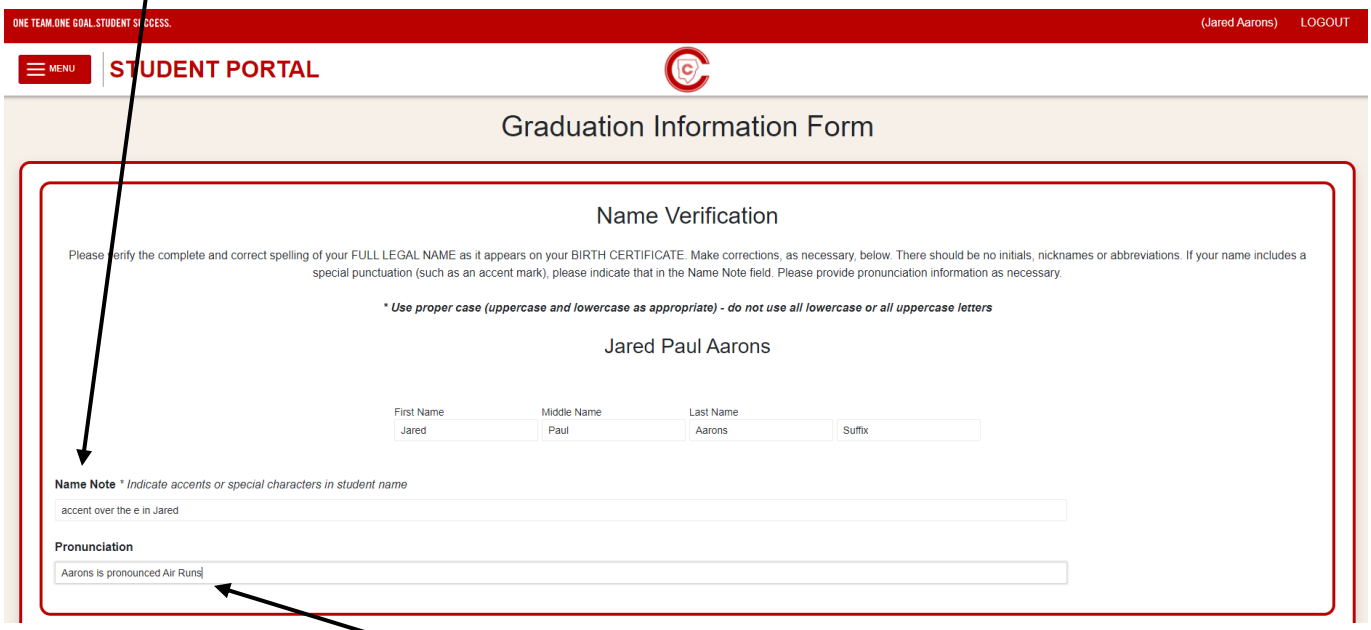
Please read all directions before entering information on the Graduation Information Form. Complete all sections completely and accurately. Follow all instructions for each section. Please enter all information manually rather than using autofill. Using autofill may overwrite previously completed fields with incorrect or unwanted data. PLEASE DO NOT USE AUTOFILL.

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)



Name Note



Pronunciation Information

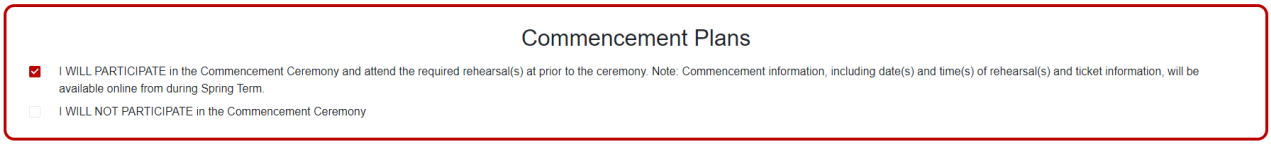
GRADUATION PLANS

- Indicate when you plan to graduate. You must choose either Fall Term or Spring Term.



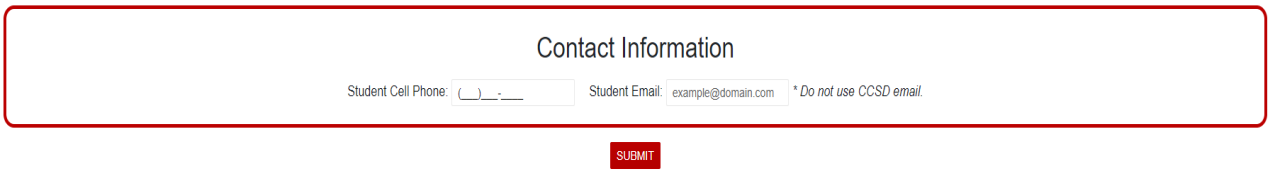
COMMENCEMENT PLANS

- 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.

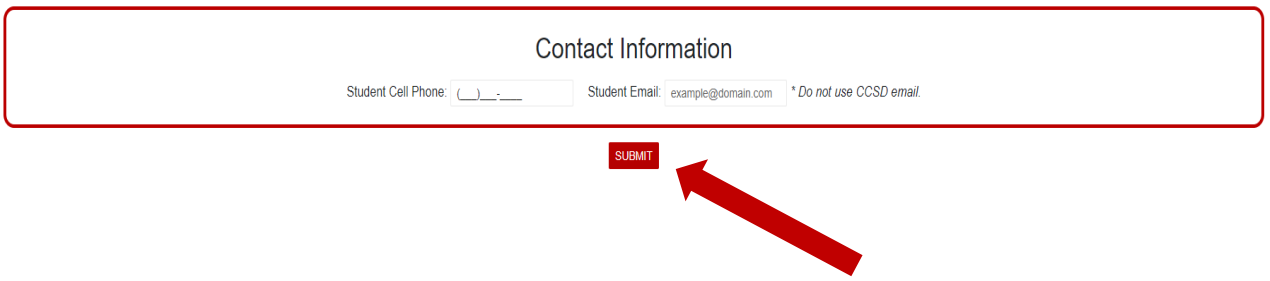


CONTACT INFORMATION

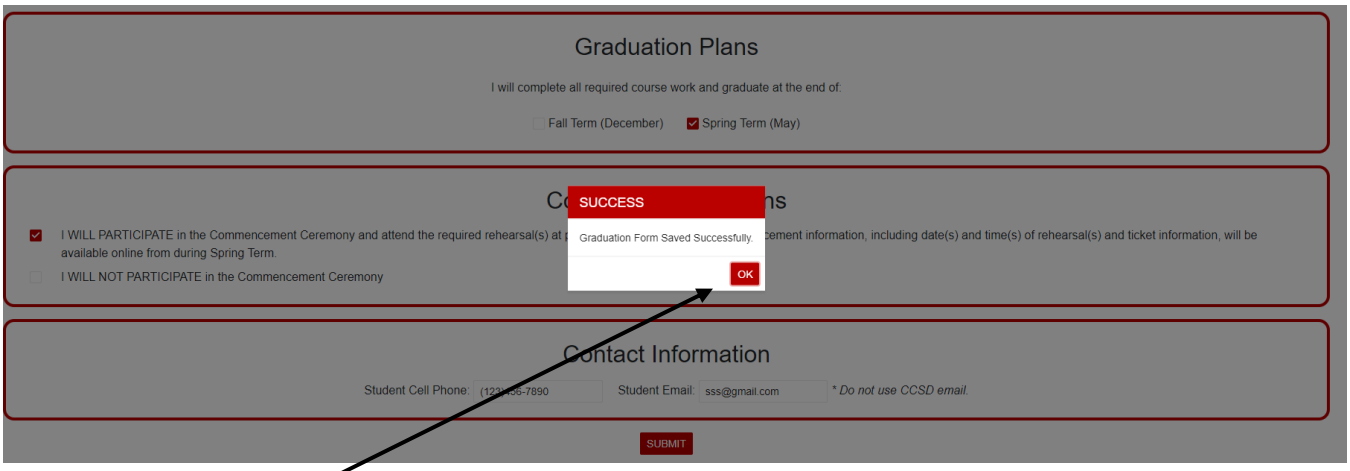
- Enter the student cell phone number, if applicable.
- Enter the student email address, if applicable. DO NOT USE a CCSD (@cobbk12.org) email address.



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**.



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



Click **OK.**

Once submitted the Graduation Information Form may be viewed **only**.

Be sure to LOGOUT!



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