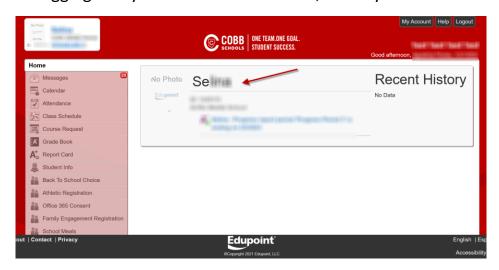
### WELCOME TO THE CCSD PARENTVUE PORTAL

### TO UPDATE STUDENT INFORMATION

https://parentvue.cobbk12.org/

If you need additional assistance contact your local school.

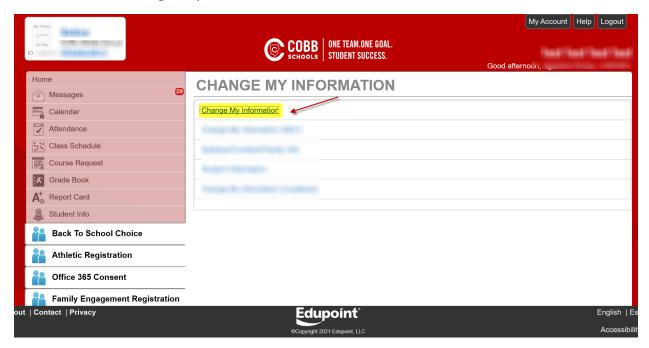
Step 1: After logging into your ParentVUE account, select your student.



Step 2: Select Change My Information on the left menu bar.

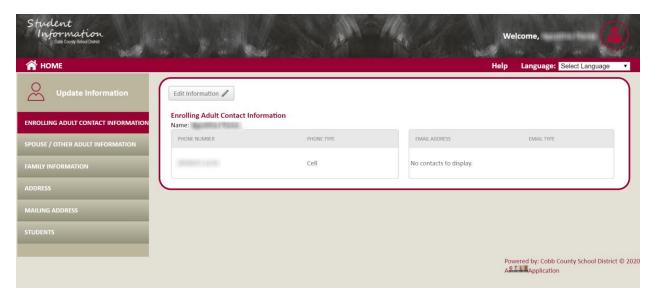


Step 3: Select Change My Information.



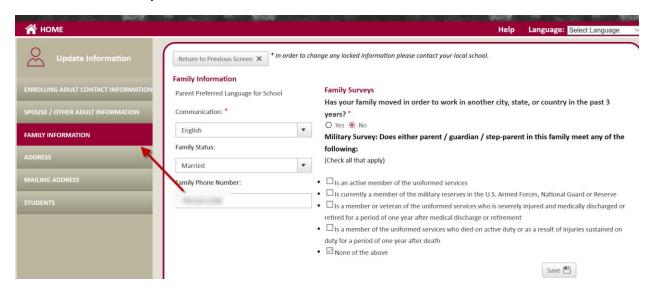
Step 4: Review each tab to update your contact information and make any changes needed.

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



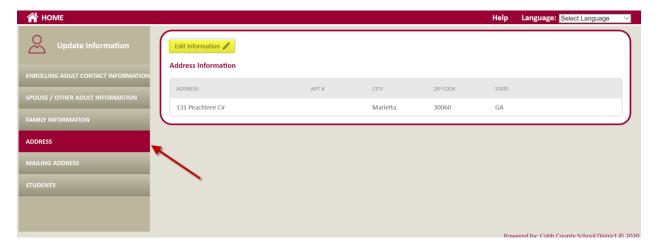
# To change the Primary Phone Number, the Parent's Preferred Language for School Communication, or Family Status

Click on the Family Information tab.

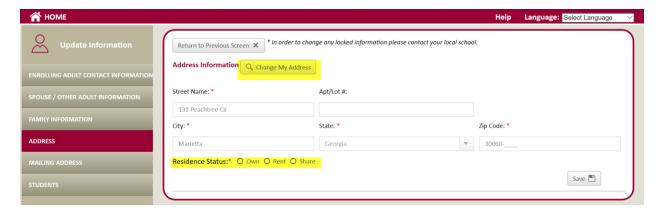


## To change your dwelling address

Click on the Address tab. Then click Edit Information.



On the next screen indicate your Residence Status and click Change My Address.



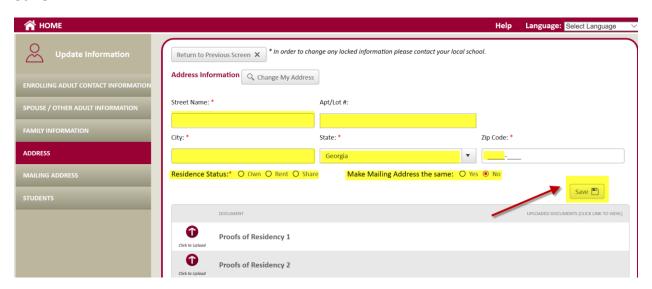
Type in your address and click Search.

If your address is not found in the search, select Add New Address.

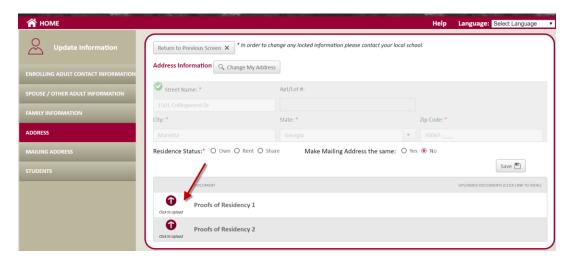


## To add a new address

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.



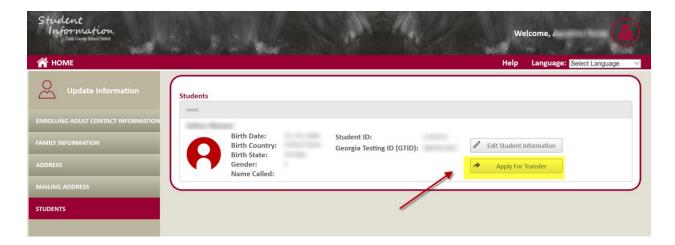
When changing your address, you will need to upload 2 proofs of residency documents.



## To apply for a Transfer

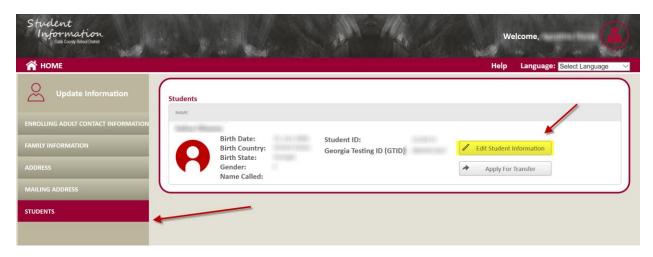
Click on the Students tab and select Apply for Transfer.

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



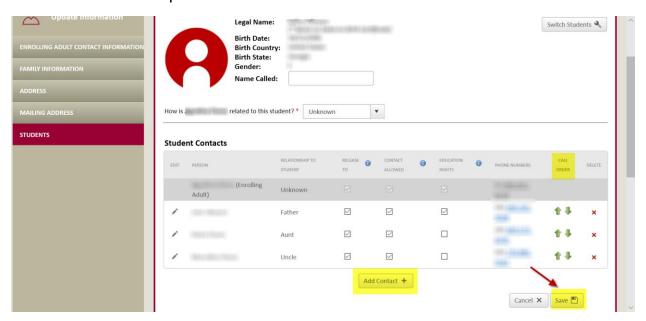
## To change Student Contacts

Go to the Students Tab and click Edit Student Information.



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.



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

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