

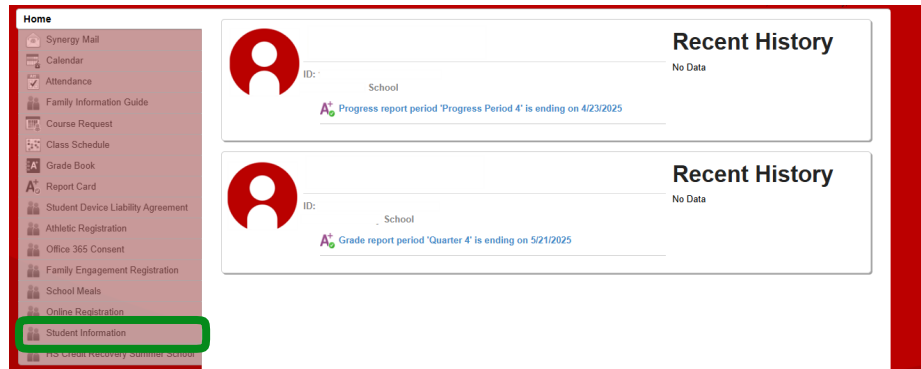
HOW TO APPLY FOR A STUDENT TRANSFER

FOR STUDENTS ALREADY ENROLLED IN COBB

If your child is currently attending a Cobb school and you wish to apply for a student transfer, you can access the application through ParentVUE.

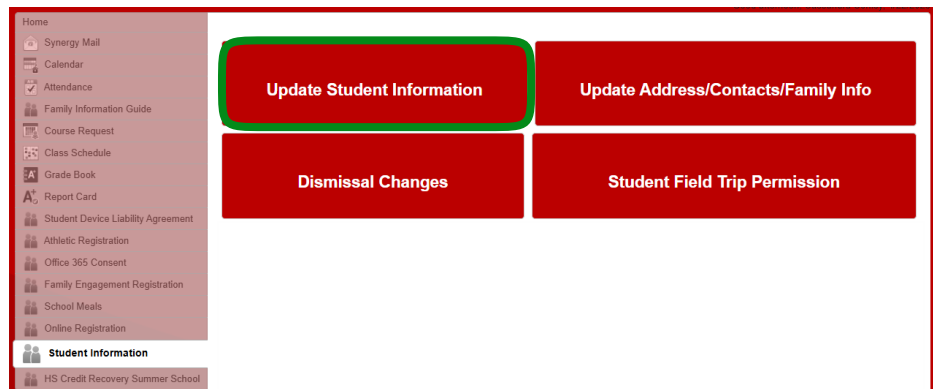
ParentVUE Home

From the Home menu you will need to click "Student Information"



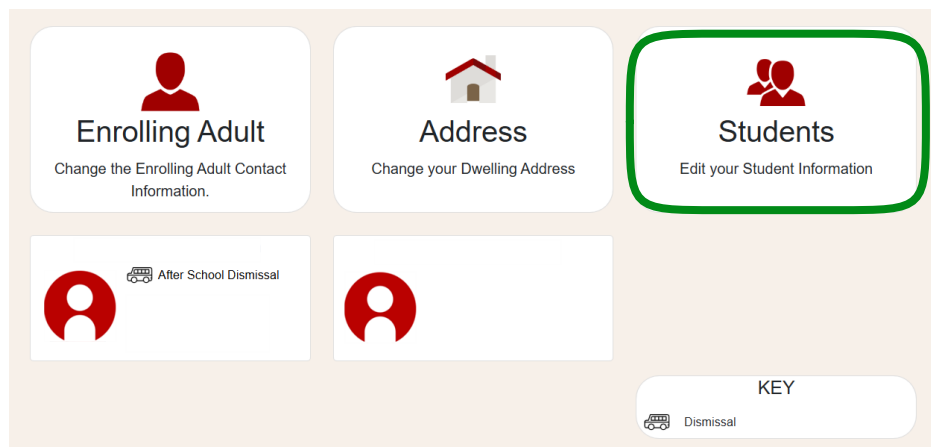
Student Information Tab

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Student Information Screen

Actively enrolled students will each have a card on the Student Information screen. If you have multiple students, they will be listed in order of grade level. Click the "Students" card to view each student.



Students Page

On the Students page, select the link "Transfer(s) Apply/View".





Student ID:
GTID:
Gender: M


Birth Date:


Birth Country: United States


Birth State: Georgia


 Contacts


 Transfer(s) Apply/View

 Field Trips

 Enrollment Documents

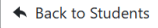
 Family Surveys


 Medical Information

 Club/Organization Opt-Out

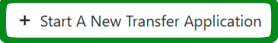
Transfers

On the Transfers page, click on the "+Start A New Transfer Application" button.





Student ID:



Transfer Application

Select the School Year and the Transfer Type from the drop-down menus. The general conditions of the specific transfer will be visible along with additional information that may be required such as the choice of school(s).

Before leaving the Application screen, you must click the "Apply for Transfer" button or the transfer request will not be accepted.

Transfer Application


Please select the school year and transfer type below to apply.

For School Year: *

2024-25

Transfer Type:

-Select-



Once you have submitted the transfer request, the screen will display a message notifying you that the application has been submitted successfully.

Application Submitted Successfully.

Transfers

| School Year | Status | Transfer Type | Create Date | School |
|-------------|---------|----------------------------|---------------------|--------|
| 2025 | Pending | Continuation of Enrollment | 04/21/2025 10:25 AM | |

For more information regarding Cobb's student transfer programs, please visit <https://www.cobbk12.org/page/6892/student-transfers> or email Student.Transfers@cobbk12.org.

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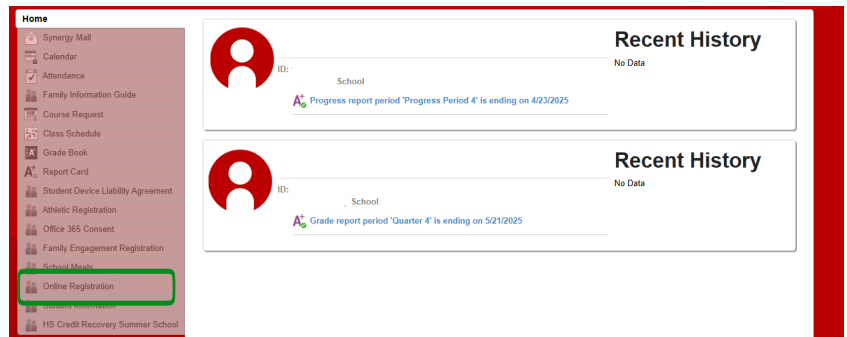
HOW TO APPLY FOR A STUDENT TRANSFER

FOR STUDENTS NEW TO COBB

If your child will be new to Cobb, you will need to request a transfer through the district's Online Registration (OLR) system. OLR will be available prior to the general enrollment timeline for those that are applying for a transfer..

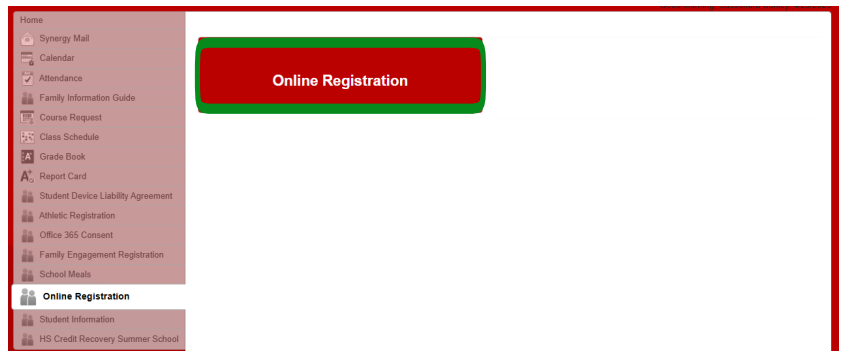
If you already have a child enrolled in a Cobb School

You will need to access the OLR system through your current ParentVUE account. Once you are signed in to ParentVUE, direct your attention to the left-hand side menu and selected "Online Registration".



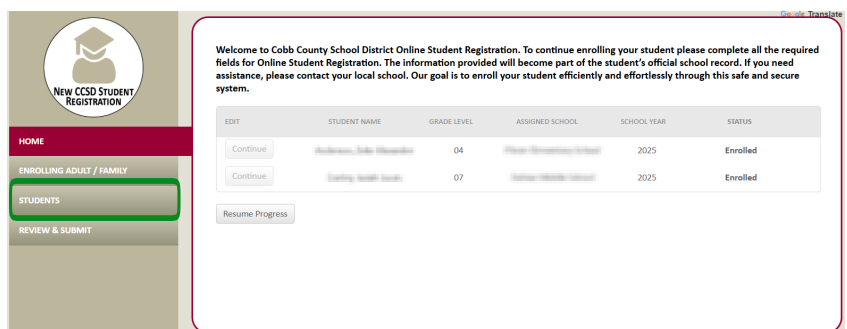
Online Registration

On the Online Registration screen you will need to click the "Online Registration" button.



New Student Registration

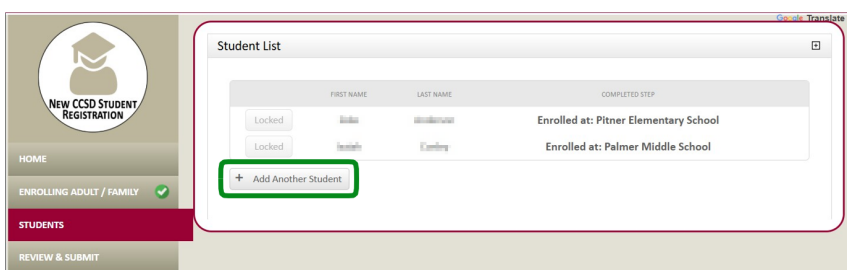
On the New Student Registration screen you will need to click the "Students" link.



Student List

On the Student List screen you will need to click the "+ Add Another Student" button.

You will now need to proceed to the "Student Information" step on the next page.



If you have no other children currently enrolled in Cobb

You will need to access the Online Registration (OLR) system directly. Click [HERE](#) for more information regarding enrollment and a link to the OLR system.

As you proceed through the registration process, you will reach the Step 1: Student's Information page.

Student Information

After entering the required student information click the "Request a Student Transfer?" button.

The screenshot shows the 'New Cobb Student Registration' interface. On the left is a sidebar with navigation links: HOME, ENROLLING ADULT / FAMILY, STUDENTS (highlighted), and REVIEW & SUBMIT. The main content area is titled 'Step 1: Student's Information' and includes a 'NOTE: The Student must reside primarily with the enrolling adult.' Below this is a form for 'Student's Legal Name (as listed on Birth Certificate)' with fields for First Name (Luke), Middle Name, Last Name (Skywalker), Suffix, and Name Called. There is a dropdown for 'How is [Student] related to this student?' set to 'Father'. The 'Choose Start Date' is 08/04/2025, 'Enrolling Grade Level' is 03, and 'Enrolling School' is Nicholson ES. A 'Request a Student Transfer?' button is highlighted with a green box. A map on the right shows the school location with a red pin and a link to 'Click map for Home to School directions'.

Transfer School

From the Transfer School pop-up box you will need to select the type of transfer you are requesting. The general conditions of the specific transfer will be visible along with additional information that may be requires such as the choice school school(s).

Before leaving the Transfer School screen, you must click the "Apply for Transfer" button or the transfer request will not be properly submitted.

Once you have submitted the transfer request, the screen will display a message notifying you that the application has been submitted successfully.

The screenshot shows a 'Transfer School' pop-up box. It contains the text 'Please select the applicable transfer type below to request a different school.' and a 'Transfer Type:' dropdown menu currently set to '- Select -'.

The screenshot shows a button with a document icon and the text 'Apply For Transfer'.

The screenshot shows a 'Transfer School' section with a green message box stating 'Transfer Application Submitted Successfully.' Below this is a table with the following data:

| SCHOOL CHOICE 1,2,3 | STATUS | TRANSFER TYPE | APPLICATION DATE |
|---------------------|---------|---------------------------------|---------------------|
| | Pending | Child(ren) of Employee Transfer | 04/23/2025 10:40 AM |

NOTE: Once you have requested a transfer through OLR, the system will not allow you to submit the registration. This is done to prevent an enrollment from being creates at both the locally zoned school and the transfer school. Once the transfer process is completed, you will receive additional information on submitting your online registration.

For more information regarding Cobb's student transfer programs, please visit <https://www.cobbk12.org/page/6892/student-transfers> or email Student.Transfers@cobbk12.org.

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