IF YOUR STUDENT IS NEW TO COBB COUNTY SCHOOL DISTRICT OR HAS BEEN WITHDRAWN AND RE-ENROLLING

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Follow these steps:

Register online using the link below

<https://parentportal.cobbk12.org/OnlineReg/Login/PreLogin.aspx>

1. Complete all sections of the Online Registration and upload all required documents:

* Birth Certificate
* Social Security Card
* GA Immunization Form 3231
* GA Health Form 3300 (Hearing, Vision, Dental, Nutrition)
* Two Proofs of Residency:
  + 1. Ownership – Mortgage Statement or Rental/Lease Agreement

* + 1. Utility Bill – Dated within **30 days**

1. Complete the following forms and email to the Registrar at martha.gribble@cobbk12.org. We will not be able to schedule a counseling meeting until ALL of the correct forms have been submitted.

Authorization to Release Records

[Form\_JBC-8.docx](https://dfaf4b88-4d48-4517-894a-0c4ac7f0ba8c.filesusr.com/ugd/9c0763_b9a860d0d2fc4b198a3f8a7d27246290.docx?dn=Form_JBC-8.docx)

Disclosure for Conditional Admission

[Form\_JBC-9.docx](https://dfaf4b88-4d48-4517-894a-0c4ac7f0ba8c.filesusr.com/ugd/9c0763_1fc6a084d1664ec792b122ddfe833970.docx?dn=Form_JBC-9.docx)

Once everything has been submitted, we will reach out to you to schedule your virtual counseling appointment.

IF YOU HAVE A CURRENT STUDENT IN COBB COUNTY SCHOOL DISTRICT AND NEED TO ENROLL ANOTHER STUDENT

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Follow these steps:

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1. Log into your ParentVUE portal

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Go to Online Registration tab

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        Select Student tab then + Add Another Student

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        Follow ALL prompts and complete all sections

Upload ALL required documents

* + Birth Certificate
  + Social Security Card
  + GA Immunization Form 3231
  + GA Health Form 3300 (Hearing, Vision, Dental, Nutrition)
  + Two Proofs of Residency:
    1. Ownership – Mortgage Statement or Rental/Lease Agreement
    2. Utility Bill – Dated within **30 days**

Be sure to SUBMIT the enrollment.

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1. Email the following forms and documents to the Registrar at [martha.gribble@cobbk12.org](mailto:martha.gribble@cobbk12.org).

Authorization to Release Records Disclosure for Conditional Admission

[Form\_JBC-8.docx](https://dfaf4b88-4d48-4517-894a-0c4ac7f0ba8c.filesusr.com/ugd/9c0763_b9a860d0d2fc4b198a3f8a7d27246290.docx?dn=Form_JBC-8.docx) [Form\_JBC-9.docx](https://dfaf4b88-4d48-4517-894a-0c4ac7f0ba8c.filesusr.com/ugd/9c0763_1fc6a084d1664ec792b122ddfe833970.docx?dn=Form_JBC-9.docx)

* 1. Withdrawal form from previous school, including transfer grades
  2. Transcript from previous school showing credits earned

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You must live within the Sprayberry High School Attendance District to enroll.

To confirm your school one:

<http://transportation.cobbk12.org/livewqweb/webquery/> ​​

​​ In addition, if the following situations pertain to your student, additional documents are required.

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If natural parent or guardian does not have bills in his/her name (living with another family):

* Form JBC-2 Statement of Legal Residence must be completed – Must be notarized:   [Form\_JBC-2.docx](https://dfaf4b88-4d48-4517-894a-0c4ac7f0ba8c.filesusr.com/ugd/9c0763_8a903e30ae4b4a23b68edb2caf92b220.docx?dn=Form_JBC-2.docx)

           (Page 1 completed by enrolling adult and Page 2 completed by the owner of the residence)

* Adult with proof of residency in his/her name must be present to enroll
* Provide 2 proofs of residency (must reflect adult’s name and current address)
* 1. Home ownership documentation such as mortgage statement or property tax receipt or lease/rental agreement; and
* 2. Current utility monthly statement dated within 30 days.
* Student’s parent/guardian must be present to enroll
* All parties must provide ID

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If student does not live with natural parent or legal guardian:

* Enrolling adult must complete JBC-14 Kinship Caregiver Affidavit – Must be notarized:  [Form\_JBC-14.docx](https://dfaf4b88-4d48-4517-894a-0c4ac7f0ba8c.filesusr.com/ugd/9c0763_dd37cb5a58f7402d8277e7ac61fc88e1.docx?dn=Form_JBC-14.docx)
* Adult with whom the student lives must be present to enroll
* All parties must provide ID

If you need translation services or if your student is coming from another country, you must reach out to the International Welcome Center (IWC). For new students you will need to submit all foreign academic transcripts, and schedule an appointment for language skills testing if necessary.

IWC – (678) 331-3134