



CAMPBELL HIGH SCHOOL

Steps to Registration

¿Habla Español? ¿Necesita ayuda? Si usted no habla inglés y necesita ayuda con el proceso de inscripción contacta Sra. Rocio.Romero@cobbk12.org o llama 678-842-6850.

What school should my child attend?

You can easily find out what schools serve your home or potential home by using the convenient online [Bus Route Finder](#). Just enter your complete street address to determine the correct high school. If your address doesn't show, you may need to enter a partial address. If you have further questions or need more clarification, call the Cobb County School District Transportation Office at 678-594-8000.

Enrollment Hours Are Daily From 9AM-12PM By Appointment Only

- Online enrollment can be completed via any device with internet access including smart phones, tablets, etc.
- The enrollment process can take up to one hour so please plan accordingly.
- Complete STEPS 1-2 to begin the enrollment process, then go to STEP 3 to schedule an appointment. Someone will contact you to complete STEPS 4-5.

Step 1: Complete the appropriate online enrollment documents in the portal.

- NEW or FORMER Cobb County student = Use the Online Registration Portal at <https://parentportal.cobbk12.org/OnlineReg/Login/PreLogin.aspx>.
- OR
- CURRENT Cobb County student = Log into your ParentVUE account to change your address and change to another Cobb school based on your feeder pattern.

Step 2: Upload the following required documents to the Online Registration Portal using the [scan option on your phone](#).

| Proof of Residency (REQUIRED) |
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| If you are unable to provide any of the documents listed, see the SPECIAL CIRCUMSTANCES section below for possible options. |
| 1. Current Mortgage/Lease or JBC-2 (complete if you are living with someone else and are NOT on the lease) |
| 2. Current Month's electric, gas, or water statement |
| 3. GA driver's license w/Current Address or Second Bill with Current Address |
| 4. Foster parents must also upload proof of student placement by the official agency |
| Proof of Birthdate and SSN (REQUIRED) Rule JBC-R |
| 5. Birth Certificate, Passport, Military ID, Official Transcript, Adoption Record |
| 6. Social Security Card or JBC-4-Objection of SSN |
| Health Certificates (REQUIRED) |
| 7. Immunization Form 3231 or Religious/Medical Waiver |
| 8. H/V/D/N Form 3300 or Religious Waiver/Medical Waiver |
| Cobb Public Health: https://www.cobbanddouglasspublichealth.com/services/child-health-services/immunizations-school-requirements/ |
| Additional Documents (REQUIRED) |
| 9. Withdrawal Form from Previous School |
| 10. Transcript and Transfer Grades (if enrolling during the school year) |
| <ul style="list-style-type: none"> ➤ If you do not have this, please provide contact information for prior school so we can request the records ➤ <i>For first-time 9th graders, upload proof of promotion to ninth grade is required. This can typically found on a final 8th grade report card or school withdraw records.</i> |
| 11. Discipline Records- JBC-9 |
| 12. Special Education Records/504 Plan/Gifted Documentation/RTI, etc. (If applicable) |

Step 3: Go to <https://booking.appointy.com/en-US/chsenrollment/bookings/calendar> to schedule a registration appointment. Our Enrollment Clerk, Mrs. Askew, will contact you once you have made an appointment. She can also be reached at Deundra.askew@cobbk12.org.

Step 4: Complete any additional forms listed in special circumstances or provided by our enrollment clerk to include: Student Residency Statement, Records Request, etc. prior to your appointment and upload them to the registration portal.

| SPECIAL CIRCUMSTANCES | |
|---|---|
| Statement of Legal Residence Form JBC-2 <i>(Form provided by our clerk)</i> | You are sharing a home with someone else and are not on the lease/mortgage. The lessee or owner of the household will provide proof of residency and sign this form. |
| Kinship Caregiver Affidavit Form JBC-14 | The parent is not the enrolling adult; does not live in the home and one of the circumstances listed on Form JBC-14 is applicable. |
| Guardianship from Probate Court <i>(Guardian will upload a signed copy)</i> | The situation does not meet one of the circumstances listed on the Form JBC-14 and the enrolling adult has been awarded guardianship by the court. |
| Homeless Children (McKinney-Vento Homeless Assistance Act) | Any parent/guardian who may be living in a homeless situation should complete Form JBC(1)-1 (Student Residency Statement) and contact the Homeless Education Program at 678-503-0173 for information/interview. |
| International Students | During online registration, the enrolling adult must respond to the Home Language Survey (HLS) questions. If a language other than English is identified on the HLS, students will be required to complete an English language proficiency screening. Once the student is enrolled at Campbell, the IWC will contact the family to schedule an appointment for the English language screening and/or transcript evaluation for students in grades 6-12. |

NOTE: The School May Also Request:

- Proof of custody or custody documentation
- Suggest that the adult with whom the student lives obtain legal guardianship
- Request proof of age and name verification
- Other information the school deems necessary for proper placement

Step 5: Our School Counselor/Registrar, Jana Loftin, will contact you to discuss classes for your child. It is important to have them with you for the appointment, if possible.

Grade Placement: Based upon number of credits at the beginning of the current school year.

- Students placed in 10th grade must have earned 5 credits including 1 credit in English, math, and science.
- Students placed in 11th grade must have earned 10 credits including 2 credits in English, math, and science.
- Students placed in 12th grade must have earned 16 credits and be on track for graduation.