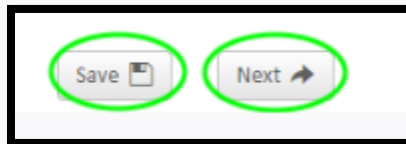


PARENT VUE PERMISSION FORM HELP

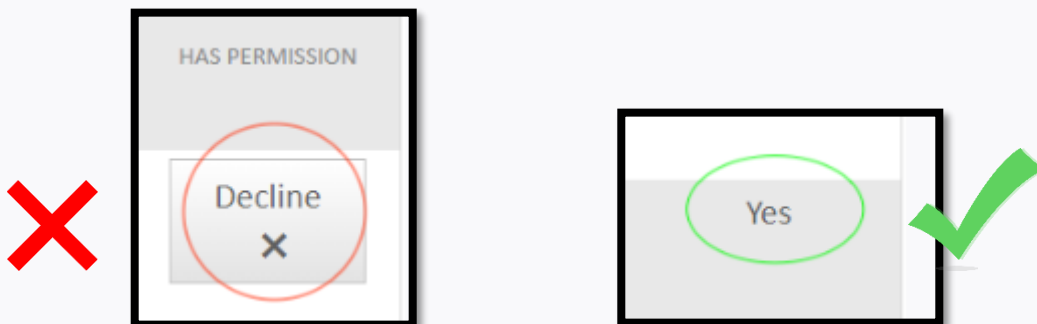
Our Cobb County Field Trip permission forms are now required to be filled out online through **ParentVue**. There will be no “Blanket” permission forms anymore, so parents are required to follow these steps for each trip their child will be attending. The form takes approximately 5 minutes, and you should have the child’s insurance and medical information on hand before filling out the form.

1. **Log in to ParentVue** on a computer. You may use the app after you have completed this the first time, but it is easier to do for the first time on a computer.
2. This must be completed on the **enrolling adult’s** login. If your account says “Enrolling Adult Contact Information” you are NOT logged in as the enrolling adult and you must use a different account to get to the field trips page.
3. Click “**Student Information**” from the dropdown menu. It is the very bottom option.
4. Click “**Student Field Trip Permission.**” At this point, the field trip page OPENS IN A NEW BROWSER WINDOW. If you have popups blocked, the field trip page will not open.
5. Click on the **Field Trips** box at the bottom.
6. All available trips that include your child will be listed. Click the **pencil icon** on the left side to complete the form. Make sure that you do NOT click the DECLINE button or the form will be inaccessible!
7. Start filling out the information and click “**Save and Next**” on EACH page
 - o *This information should save and be available on all future forms*
8. You will know your form is submitted when you go back to the field trip menu and the permission column says “**Yes.**” If it still gives you the option to decline permission, it has not been submitted to the portal!!

You must select both “save” and “next” on EACH tab. Make sure you complete all four tabs across the top: Insurance, Health Profile, Documents, and Permission.



If the trip still shows the option to “decline,” it has NOT been submitted. If it says “yes,” it has been submitted correctly and your child is signed up. The pencil icon to edit is on the left-hand side!



- If you cannot get into your ParentVue account, please contact our attendance clerk Linda Caballero linda.caballero@cobbk12.org