Early Childhood Education
COLUMBUS CITY SCHOOLS

Columbus City Schools
Division of Early Childhood Education
P: 614-365-5822
F: 614-365-5163
www.ccsoh.us/EarlyChildhoodEducation

Pre-K Enrollment Guide

Eligibility

☑ Students must be 4 years old by September 30.

☑ Students must reside in the district for Columbus City Schools.

☑ Students must be potty trained.

If you suspect a disability, please contact the Special Needs Preschool Office at 614-365-5204.

Enrollment Steps

1 Gather Required Pre-K Documents

- Student Birth Certificate
- Student Immunization Record
- Parent/ Guardian Photo ID
- Proof of Residency
- Income Verification
- Eligibility Screening Tool

2 Register for Columbus City Schools

- Visit www.ccsoh.us/enroll.
- Complete the Speedy Pass Online Registration and upload required documents.

3 Parent Portal/ School Selection

- After Central Enrollment processes your registration, please set up your Parent Portal.
- Answer the Pre-K Questionnaire.
- Select up to three schools for enrollment.

4 Additional Paperwork

- Submit Medical to ECE Nurses.
- Submit Pre-K Packet.

*Please visit the Early Childhood Education webpage for **Priority Enrollment** dates.*

Questions?

Registration
Central Enrollment:
centralenrollment@columbus.k12.oh.us
614-365-4011

Pre-K Enrollment
Early Childhood Education:
eceenrollment@columbus.k12.oh.us
614-365-5822

Parent Portal
Parent Portal Access:
parentportalaccess@columbus.k12.oh.us
380-997-7245

Medical
ECE Nurses:
ecenurses@columbus.k12.oh.us
Fax: 614-365-8745