Mission: Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.

Pre-K Enrollment Checklist

*Pre-K students must be potty trained and 4 years old by September 30th.

For Language Assistance please call (614)365-8802.

Register Child with Columbus City Schools

❑ **Gather Enrollment Documents:**

Document Type	Acceptable Documents
Student Identification	• Birth Certificate, Passport
Parent/ Guardian Identification	• Driver's License, State ID, Passport
Proof of Custody	• A certified copy of a judge's order or decree or modification of such order allocating parental rights and responsibilities and designating a residential parent and legal custodian of the child (if applicable)
Address verification	• Utility bill (gas, electric, or water) in parent/ guardian's name within 30 - 60 days of statement date • Lease agreement with parent/guardian's name, landlord's name and phone number, and signature page • Two most recent paystubs, employer letter, or IRS W2 form showing name and address
Immunization Record (Shot Record)	• Vaccination record from child's healthcare provider
Income Verification (Pre-K Requirement) Please email eceenrollment@columbus.k12.oh.us if you have unearned income questions.	• Earned Income – 2 most recent paystubs or tax return of all working adults in household. (If self-employed can use tax return or receipts showing gross earnings) **OR** • Unearned Income – Award letters for the following: SNAP/ Food stamps, copy of lease for CMHA/ CPO housing, child support, alimony, SSI/ SSDI, educational assistance, veteran's benefits, workers comp, gifts/ family assistance, pension/ retirement, unemployment

❑ **Complete Online Registration:**

Parents must fill out student registration and upload required enrollment documents online using Speedy Pass.

Visit the district website:

ccsoh.us → **Enroll** → **Speedy Pass** (scroll down and click the Speedy Pass button)

*<mark>Improper documentation will delay the processing of the Online Registration/Enrollment Application.</mark> If the OLR is incomplete (i.e. unacceptable enrollment documentation), a follow-up email and phone call will be made. The application will then be returned for editing. Once updated, the OLR will be placed back in the queue for processing.

Please contact Central Enrollment if you have problems with the online registration:

Phone	Fax	Email	Address
614-365-4011	614-365-4013	centralenrollment@columbus.k12.oh.us	430 Cleveland Avenue Columbus, OH 43215

❑ **Enrollment Specialist**

An enrollment specialist will review the OLR and process the enrollment after verifying your documents. You will receive parent portal instructions and the Pre-K Enrollment Packet from the enrollment specialist.

Complete Pre-K Enrollment

❑ **Parent Portal:**

If this is your first time enrolling a child in Columbus City Schools, you will receive an activation key from the enrollment specialist to set up your parent portal. If you cannot find the email, please check your junk folder. Write down your username and password for later.

If you've forgotten your username/ password, click on EXISTING USER, then click FORGOT USERNAME/ PASSWORD, and the information will be sent to the recovery email used to set up your account. If you no longer have access to that email, please send a photo ID with your child's name and date of birth to parentportalaccess@columbus.k12.oh.us.

❑ **Complete the Pre-K Pre-Enrollment Application & School Selection in Parent Portal:**

In the portal, click **More** and **Pre-K Pre-Enrollment** under Quick Links. You will need to answer a few questions. At the end, you will be able to select up to three schools for your child to attend.

If space is available, an offer will be made in the parent portal. The parent/ guardian has 48 hours to accept or decline the offer. If the offer is not accepted within 48 hours, it will be automatically declined.

If space is not available, you will receive a waitlist number.

❑ **Submit the Pre-K Enrollment documents *before* your child starts school**

Document	What is it?
Eligibility Screening Tool Submit to eceenrollment@columbus.k12.oh.us *Included in Pre-K Packet from enrollment specialist.*	The Ohio Department of Education requires families who participate in publicly funded childcare to submit the Eligibility Screening Tool and supporting documentation for income verification. Turning in this document helps us waive tuition for the Pre-K program!
Medical *This is NOT the same thing as the immunization/ vaccine record.* *Well child visit/ physical summary required *Fax medical form to (614)365-8745	Every Pre-K student is required to have an up-to-date immunization record **AND** a copy of a well child visit or yearly physical done within the last 12 months on file. ***Students may not attend class until this requirement is met.*** Please have your child's healthcare provider fill out the Pre-K Medical form included in the Pre-K Packet. Provider's medical statement or visit summary is also acceptable. ECE Nurse Contact Information: <table><tr><th>Phone</th><th>Fax</th></tr><tr><td>(614)365-5204 (614)365-5205 (614)365-5865</td><td>(614)365-8745</td></tr></table> Ask to speak to an ECE nurse to confirm receipt of fax or email ecenurses@columbus.k12.oh.us.
Pre-K Packet *Enrollment Specialist will send to parent/ guardian* Submit to eceenrollment@columbus.k12.oh.us *Fax Medical form to (614)365-8745	**Includes following Documents:** • Eligibility Screening Tool • Family Information Form • Transportation Arrangements • Step up to Quality • Ready4Success • Medical Form – completed by physician • Dental Form – completed by dentist

You can find more information about our Early Childhood Education program on the Columbus City Schools website here:

ccsoh.us → Departments → Early Childhood Education → Pre-Kindergarten

Please review the Parent Handbook.

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Frequently Asked Questions

1. **What is the cost?**

   Tuition is waived for the Early Childhood Education program.

2. **What is priority enrollment?**

   The priority enrollment period is from April to the beginning of July and follows Federal Title Fund Guidelines. If your child qualifies for priority enrollment and there is space at your chosen school, you will receive an offer for enrollment in your parent portal.

   If your child does not qualify, you will be assigned a waitlist number. Once the priority enrollment period ends, you will receive an offer for enrollment if there is availability at your chosen school. Please check our webpage for the priority enrollment end date.

3. **Who is eligible for priority enrollment?**

   Students/families who meet one or more of the following criteria:
   - Foster care youth
   - Families who receive SNAP benefits (food stamps)
   - Families who are in temporary housing (homeless)
   - English-language learners

   Federal title fund guidelines also include priority enrollment for students who meet **both factors:**
   - Students with challenges in literacy and language (information is collected through an online parent survey)
   - Students with challenges in social and emotional behavior (information is collected through an online parent survey)

4. **What are the lottery schools?**

   Columbus Spanish Immersion Academy, Columbus Africentric, Duxberry Park, Ecole Kenwood, & Oakland Park

5. **If my child is enrolled in a lottery school for Pre-K, will they be automatically enrolled there for kindergarten?**

   No. If enrolled in a lottery school and you want your child to attend the same school for kindergarten, you will need to participate in the lottery process. Please contact (614)365-7459 or email schoolchoice@columbus.k12.oh.us if you have school choice/ lottery questions for grades K-12.

6. **My child is enrolled. What are the next steps?**

   If your child starts school on the first day of the school year, your child's teacher will contact you after returning from summer break (a couple of weeks before the first day of school) for orientation. Most schools also have an ice-cream social where you can tour the school.

   If your child starts school in the middle of the school year, please call the school to confirm your child's start date. The medical must be submitted before your child can attend class.

   You can view our website for important Early Childhood Education dates:

   ccsoh.us → Departments → Early Childhood Education

7. **Is transportation provided?**

   Transportation is not provided for Early Childhood Education students unless your child has an Individualized Education Plan (IEP). Initial transportation arrangements and changes are made through the Special Needs Preschool office by calling (614)365-5205.

8. **Is there a school supply list?**

   No. School supplies are provided for Pre-k students at no cost to the parent/ guardian.

9. **What is the dress code?**

   Please visit the district's website to review the dress code for your child's school:

   ccsoh.us → **Our district** → **School Information** → **Dress Codes**

10. **What are the hours of operation?**

    A full day is generally 9:00 a.m. to 3:30 p.m. Please contact the school or visit the school's webpage for specific arrival and dismissal times.

    For children identified as having special needs, half day classes are available. The morning half day schedule is 9:00 a.m. to 11:30 a.m. The afternoon half day schedule is 1:00 p.m. to 3:30 p.m.

11. **Is food provided?**

    Breakfast, lunch, and snack are served every day. Breakfast typically begins at 8:30 a.m.