**Foster family CHANGE OF ADDRESS w/no changes in foster child placement**

1. Foster parent(s) who moves to a new address with no changes in foster placement(s):

* **REQUIRED:**
  + Log into the Parent Portal (<https://campus.columbus.k12.oh.us/campus/portal/parents/columbusCity.jsp>) to complete the **Annual Update**. View the“How to video” for completing the Annual Update at <https://www.ccsoh.us/Page/1176>. If technology or assistance is needed, the Annual Update can be completed in person at the Central Enrollment Center.
  + **Foster parent picture ID**
  + **Foster parent proof of address** (Gas, Electric, Water Bill, Lease/Mortgage)

*ATTENTION* – Foster parents **MUST** have had a Best Interest Determination (BID) for approval to transfer a foster child in their home to a new school of address. The BID decision **MUST** be uploaded with the Proof of Address, when completing the Annual Update, in order for the Annual Update to be processed.

***NOTE****: P*lease allow 24 to 48 business hours for Central Enrollment to process after submitting the Annual Update. Call 614-365-4011 for hours of operation.

1. Columbus City Schools foster placed student who moves outside of CCS boundaries who **ARE NOT** remaining enrolled in the CCS District:

* **PREFERRED**:
  + Notify CCS Foster Care Liaison
  + Make sure all CCS property is returned to the school (only applicable for students who are not continuing in a CCS school)

*NOTE:*Notification of the change of address should be emailed to the Foster Care Liaison at [fostercare@columbus.k12.oh.us](mailto:fostercare@columbus.k12.oh.us)