

School Choice - Frequently Asked Questions Administration

Where is the Division of School Choice located?

The School Choice Division is located at 430 Cleveland Avenue, in the Columbus City Schools Central Enrollment Center on the Ft. Hayes Campus. The phone number is 614-365-7459.

My child is not currently in Columbus City Schools but I live in the Columbus City Schools District. How do I find out where my child will attend school?

Parents/guardians may call or visit the Division of School Choice (614-365-7459) or they may call the FACTline (614-221-FACT) to find out their assigned school by address.

What if I prefer a school other than my assigned school by address?

Parents/guardians may apply for a different conventional or alternative school through the School Choice lottery process for the following school year. Parents are highly encouraged to investigate your choices by visiting the school, reading the school profile, or visiting the School Choice Fair before submitting an application.

What is the timeline for placements under the School Choice Lottery for the 2019-2020 school year?

In order for an application to be included in the High School and Middle School electronic lottery draw, the application must be submitted via the School Choice link in the Infinite Campus Parent Portal between January 9, 2019 and February 28, 2019. Late applicants will be added to the end of the waitlist after all of those who had applied within the lottery deadline. Applying by the deadline gives a student a better opportunity to be considered for one of the desired schools.

In order for an application to be included in the Elementary School electronic lottery draw the application must be submitted via the School Choice link in the Infinite Campus Parent Portal between February 4, 2019 and March 29, 2019. Late applicants will be added to the end of the waitlist after all of those who had applied within the lottery deadline. Applying by the deadline gives a student a better opportunity to be considered for one of the desired schools.

If your child currently attends a Columbus City School, you must create an Infinite Campus Parent Portal account to submit a lottery application. In order to create an Infinite Campus Parent Portal account you must have your GUID (access key) information, which can be obtained from your child's school. There are step by step videos and documentation available regarding the Parent Portal and School Choice Application. Visit the Columbus City Schools webpage at www.ccsos.us and click on Parents, then click on the Parent Portal link on the left side of the page.

If your child is **NOT** currently enrolled in a Columbus City School, you will need to complete the Online Registration via SpeedyPass by visiting <http://ccsoh.us/Enrollment.aspx> (<http://ccsoh.us/Enrollment.aspx>). During the final step of the Online Pre-Registration, you will need to schedule an appointment to meet with an Enrollment Specialist and present required documents. Once the documents are received and enrollment into the database is complete, you will receive your GUID (access key) information to create a Parent Portal account.

High School and Middle School lottery applications must be submitted via the Infinite Campus Parent Portal by February 28, 2019, to be included in the High School and Middle School lottery. Elementary lottery applications must be submitted via the Parent Portal by March 29, 2019, to be included in the lottery.

Late applicants will be added to the end of the waitlist after all applicants who had applied by the lottery deadline. Applying by the deadline gives a student a better opportunity to be considered for one of the desired schools.

What is the difference between a conventional school and an alternative school?

All Columbus City Schools utilize the same curriculum. Alternative schools differ in either how the subjects are taught (methods, classroom design, etc.) or in the focus of the instruction (arts, language, math and science, etc.)

What are the different types of lottery applications and how do they work?

School Choice Lottery: For parents/guardians of students wishing to apply to attend a school other than the school assigned.

Reservation Admissions: For students who currently attend a school that is eligible to reserve a seat in the next school with the same programming. Students who attend Columbus Spanish Immersion, Ecole Kenwood and Hubbard Mastery and will be entering the 7th grade can reserve a seat at Columbus North International. Students who attend Berwick and will be entering the 9th grade can reserve a seat at Eastmoor Academy. Students who attend Duxberry and will be entering the 6th grade can reserve a seat at Arts Impact Middle School (AIMS). Students who attend AIMS and will be entering the 9th grade can reserve a seat at Fort Hayes Arts and Academics. Reservation applications must be submitted by January 31, 2019 via the School Choice link in the Infinite Campus Parent Portal.

Return to Home School: For students attending a school in Columbus City Schools that is not their school of address. The request must be submitted via the School Choice link in the Infinite Campus Parent Portal by March 22, 2019.

Selective Admissions: For students who have been identified as gifted and meet the additional criteria required. The Selective Admissions application must be submitted via the School Choice link in the Infinite Campus Parent Portal by January 31, 2019.

Inter-District Open Enrollment: For students living outside of the Columbus City Schools boundaries and wish to attend a school in the CCS District.

Multiple applications may be available to students. Only the applications for which the student is eligible will show as options on the application screen.

PLEASE NOTE: If a reservation application is submitted, all other active applications will be cancelled. If you later change your mind about the reservation, you must submit a late lottery application for a chance to attend another school, including the school of address.

What is the difference between Total Lottery/Citywide Draw, Total Lottery/Regional Draw, or Has an Assigned Population with a Citywide or Regional Draw?

Total Lottery/Citywide Draw: No students are assigned to the school based on their address. Parents/Guardians of students from any of the District's six communities may apply for the school. If they are accepted, transportation would be provided if they live more than 2 miles from the school.

Total Lottery/Regional Draw: No students are assigned to the school by virtue of their address. Only parents/guardians of students who live in eligible communities may apply for the school.

Has an Assigned Population with a Citywide Draw: After students who live in the school's regular assignment area are placed, any vacancies that still exist are filled through the lottery process. Parents/Guardians of students from any of the District's six communities may apply for the school.

Has an Assigned Population with a Regional Draw: After students who live in the school's regular assignment area are placed, any vacancies that still exist are filled through the lottery process. Only parents/guardians of students who live in eligible communities may apply for the school.

How do I determine my "eligible community" when I apply for a regional alternative elementary?

In the list below, find the school for which you are assigned by address and then determine your community (Northwest, Northeast, East, South, West or Center City).

<u>Northwest</u>	<u>Northeast</u>	<u>East</u>	<u>South</u>	<u>West</u>	<u>Center City</u>
Clinton	Alpine	Berwick	Cedarwood	Avondale	Eastgate
Colerain	Avalon	Broadleigh	Lincoln Park	Binns	Fairwood
Como	Cassady	Easthaven	Moler	Burroughs	Livingston
Cranbrook	Devonshire	Fairmoor	Parsons	Eakin	Ohio
Gables	East Linden	Leawood	Southwood	Georgian Hts	Siebert
Hubbard Mastery	E. Columbus	Liberty	Watkins	Highland	Stewart
Indian Springs	Forest Park	Oakmont		Lindbergh	Trevitt
Salem	Hamilton STEM	Olde Orchard		Starling	
Weinland Park	Huy	Scottwood		Sullivant	
Winterset	Innis	Shady Lane		Valleyview	
	Linden STEM	Woodcrest*		West Broad	
	Maize			West Mound	
	North Linden			Westgate	
	Northtowne				
	Parkmoor				
	S Mifflin STEM				
	Valley Forge				
	Windsor STEM				

Once you have determined your community, please refer to the chart below to determine the regional alternative schools for which you are eligible to apply.

You may also apply for any of the Citywide Alternatives: Duxberry Park; Hubbard Mastery, Indianola K-8, Olde Orchard, Africentric, Columbus Spanish Immersion (CSIA), Ecole Kenwood. Applicants for grades 2 through 6 for CSIA (Spanish) or Ecole Kenwood (French) must be proficient in the language and must pass an interview at the school to be approved for a lottery placement.

Northwest (1)	Northeast (2)	East (3)	South (4)	West (5)	Center City (6)
Hamilton	Cassady	Fairwood	Fairwood	Fairwood	Fairwood
Devonshire	Olde Orchard	Berwick	Berwick	Georgian Heights	Hamilton
Oakland Park	Devonshire	Olde Orchard	Cedarwood	Cedarwood	Devonshire
Windsor	Oakland Park	Cedarwood	Stewart	Stewart	Stewart
	Windsor	Stewart	Westgate	Westgate	Windsor
		Windsor			Westgate

How do I know what school would be good for my child?

Evaluate your child's aptitudes, abilities, and interests. For instance, does your child seem to learn more when self-directed or when provided with detailed instructions? Does your child have a particular talent or interest in reading and writing, in the arts, in foreign languages or cultures? Think about other things significant to your child. Although all of our schools will foster learning in every child, not every school is the best fit for every child.

Determine what other things are important to you. Is bus transportation critical for you or were you planning to provide your own transportation? Does your child need special education services? Do you need a before-school or after-school Latchkey program? Do you need a school near your daycare provider?

At the middle and high school levels, you might wish to seek schools or programs that align with your child's aspirations for college selections or career goals.

Call and set an appointment to visit schools in the late fall, including what would be your automatic assigned school for the upcoming year. Come to the School Choice Fair to meet with the school administration. Ask questions about any particular interests you might have and use it to evaluate your possibilities.

How can I find information on the various schools?

Visit the website of schools for which you might be interested, visit schools and check out other items such as transportation availability. There is a book in each of the Columbus branch libraries entitled, Fast Facts about Columbus Schools, which includes a page or two about each of the schools. Ask questions about any particular interests you might have and use it to evaluate your possibilities.

Call and set an appointment to visit schools in the late fall, including your school of address. Come to the School Choice Fair to meet with the school administration.

Can I just show up at a school to get a tour?

Call the desired school. Phone numbers for each school can be found under the school profiles. Most schools provide tours only on specific dates and times, therefore it is best to call the individual school office to make arrangements ahead of time. The majority of schools will not hold tours in February or March because they are trying to focus fully on preparing for Spring testing, so contact the school as early as possible. Several schools offer informational open houses for interested parents.

When are the School Choice Fairs or other informational meetings?

This year, the High School and Middle School Fair will be held on January 17, 2019 at the Africentric Early College Fieldhouse, 3223 Allegheny Avenue from 6 to 7:30 p.m. The Elementary School Fair will be held on February 7, 2019 at the Africentric Early College Fieldhouse, 3223 Allegheny Avenue from 6 to 7:30 p.m.

All principals will attend their respective fair to answer questions about their school.

High school career center courses are accessed through the guidance counselors and internship coordinators at all high schools. Information on career centers and post-high school-graduate career apprenticeships will be available at the high school fair or from any high school guidance counselor.

We hope that you will be able to join us on these evenings.

What is the procedure for potential placement through the lottery?

An electronic draw will be completed for each school and grade after the deadline for on-time applications.

Parents/Guardians will receive an automated call and email when lottery results are available to be viewed through the Infinite Campus Parent Portal. Parents/Guardians will be able to view if an offer is being made and/or the waitlist number for each of the school to which they applied.

The School Choice staff works with all of the Columbus City Schools to determine the number of offers that must be accepted to fill the vacancies for each school. Subsequent notifications of offers will be made to the phone number and email displayed on the Infinite Campus Parent Portal. Parents have two days to accept an offer, therefore it is vital that the email and phone numbers are kept current and checked often. Offers not accepted by the deadline will be declined and the next student on the waitlist will be offered placement.

For how many schools may I apply?

For any application, you may apply for up to 3 different school choices in any combination of conventional and alternative schools. A school may only be selected one time. Be sure to apply for the correct grade for the 2019-2020 school year. Applying for the incorrect grade level voids any offers.

How long do I have to accept or decline an offer?

Answers to offers must be entered within two days of the offer. Parents/guardians may not keep any offer on hold. They must make a decision on all offers made to them. If a response to an offer is not received by the stated deadline, offers will be declined and the offer will be given to the next student on the waitlist.

If I am on the waitlist for all of my school choices, how will I be notified if an offer is made?

You will receive an email and an automated call with the offer.

Is there anything I can do to make sure the process runs smoothly for my child's application?

Make sure your Infinite Campus Parent Portal reflects the correct current address, email, phone numbers and household members. If there are corrections needed, please notify your child's school immediately.

Why must I make a decision on offered schools within 2 days? Why can I not wait a few weeks to see if I might get offered another school?

If an offer is accepted, it reduces the remaining number of seats available to offer other applicants. When an offer is declined, it allows us to offer the seat to the next applicant on the waiting list. If no one gave an answer, no one on the waiting list would ever move up so we could offer the next child a seat. The process for placement would come to a halt.

Remember, if you are still on a waiting list, you are hoping others will decline offers for your desired school in order to move your application higher on the waiting list. Please understand that others are in similar situations.

What occurs if I accept an offer through the lottery?

Once an offer is accepted, the student is scheduled to start the school of acceptance on the first day of the new school year. If an offer is accepted after the school year for which the application was submitted has started, the student is enrolled to start the next school day following the acceptance (the parent will need to take the student to school on the first day to have transportation requested-- if applicable).

Once an acceptance is made the student is committed to that building. All other applications are canceled and his/her seat in the previous school or home school is offered to other students. **If a parent/guardian changes his/her mind, he/she must put in a new application for a different school, even if it is for their original school by address.** The student will still be assigned to the school that was first accepted, unless another school can be offered. In the winter of 2020, parents/guardians may once again apply for a different school through the lottery, if the school they initially chose does not fully meet their needs.

Depending on the timing, if a return to the home or previous school is desired, it may not always be possible. It is important that parents/guardians and the student be certain that they want the school being offered before accepting placement.

Once an offer is accepted, call the school to find out about any orientations or information nights.

After one year is completed at the school chosen through the lottery, can my child return to his/her "home" school by address?

Not automatically. In early January of each year a Request to Return to Home School form is made available on the internet and at each school building. Parents may complete the form and submit it to the Division of School Choice. This does not guarantee a return, but if space is available the student is placed back into the school of address before any lottery placements are made. If a student cannot be returned to the school of address, the parent will be contacted.

A few questions that should be considered in the decision-making process are: If you knew ahead of time that you cannot return to a previous school, would it make a difference in your decision? If your child is doing well, is happy, and you are pleased with the child's current school, is it wise to accept an offer for another school?

If I get into a school through lottery, must I apply every year to stay?

Once you are accepted through the lottery, you will be assigned to that school through the last year offered in that building unless you apply for and accept another school, or move to a new address within CCS and elect to immediately change to your new school by address. If you move to an address outside of CCS boundaries, you would need to apply to stay. See later FAQs concerning Interdistrict Open Enrollment (IOE).

Which CCS elementary schools offer full-day versus half-day kindergarten?

All Columbus Elementary Schools offer full-day kindergarten.

May I still apply for the lottery if my child will not be 5 years old by September 30, 2019?

Applications for children who will not be 5 years old until after September 30 will not be accepted unless the child has passed the Early Entrance Testing (EET), which is completed in June by the Gifted and Talented Department. Late lottery applications for children who meet the criteria will be accepted in June if the application is accompanied by a copy of the EET approval letter.

What if my child has special needs such as Special Education or English as a Second Language (ESL), or I wish to apply for the Gifted Academy?

The District's Special Education Department, the English as a Second Language Department, or the Gifted and Talented Office may provide you with information on program options. Parents/guardians may contact staff at the following numbers:

Gifted and Talented = 614-365-6626

ESL = 614-365-8802

Special Education = 614-365-5206

What is ESL and how do I access the program?

ESL stands for English as a Second Language. Children who are born or have been living in a country other than the United States, or whose primary home language is not English, or who have one or both parents who were born outside of the United States, will be assessed for English acquisition at the time of enrollment (grades K-12).

What do I need to bring to enroll my child in school?

Please visit the Enrollment page on the Columbus City School website (<http://www.ccsch.us/Enrollment.aspx>) for a list of the documents needed for enrollment.

Is a childcare placement possible through the Division of School Choice?

No. Childcare placements based on demonstrated parental need are only available from the Division of the Registrar during the school year after the lottery process for the year is completed. Prior to the start of school, parents should apply for placement through the regular lottery school choice process. After the school year has begun, parents can apply through a childcare transfer. Only if the lottery waitlist has been cleared for the grade and school requested can a childcare transfer be approved.

Parents should contact the Division of Registrar at 614-365-5692.

What if my child was expelled from school, are they eligible to apply for a school through the lottery?

Students who are expelled with a transfer, may not apply to return to the school for which they were expelled. Students who were expelled for 10 or more days during the current school year, may apply through the lottery for 100% lottery schools only for the next school year.

I am moving to a new address in the Columbus City School District. What do I need to know?

A decision regarding enrollment must be made at the time of the move. You have two options:

You may keep the child in the current school. However, depending on where the new residence is located, you may be responsible for transportation. Note: If you elect to remain at your current school for the remainder of the school year, you would need to apply through the lottery to attend your "new school by address" for the following year. Do not assume to be automatically enrolled to the next school year by your new school of address. Please contact the Division of School Choice for advice if you believe you will be in this situation. We can give you an estimate of your chances for success in transferring for the following year. If it is very late in the school year, other options might be possible. If you have questions, call School Choice at 614-365-7459.

The other option is that you may immediately enroll the child in the new school by address at the Central Enrollment Center, located at 430 Cleveland Avenue.

I need to apply under Interdistrict Open Enrollment (IOE); is there any special information I need to know?

General Eligibility for Application

- Only those students who would like to be enrolled full-time in grades K-12 in a Columbus City School (CCS) are eligible to apply for IOE. Part-time students are not eligible for IOE placement.
- Students must be 5 years of age by September 30th to apply for IOE kindergarten.
- The residence of the custodial parent/guardian must be located outside of the boundaries of the Columbus City Schools.
- Students who were suspended or expelled for 10 or more consecutive days during the previous school year are ineligible to apply for admission through IOE for the upcoming school year.

The order that placements occur:

1. CCS students who are on a waitlist through Intra-District Open Enrollment (also known as "the Lottery") and who have submitted an on time application.
2. Returning Inter-District Open Enrollment students who are the children of employees, and who have submitted an on time application to return the following year.
3. Returning Inter-District Open Enrollment students who have submitted an on time application to return the following year.
4. CCS students who are on a waitlist through Intra-District Open Enrollment (also known as "the Lottery") and who have submitted an application after the deadline.
5. New Inter-District Open Enrollment students who are the children of District employees, who have submitted an on time application to attend a District school.
6. New Inter-District Open Enrollment students who have submitted an on time application to attend a District school.
7. Any Inter-District Open Enrollment students who have submitted an application after the deadline.

Additional information regarding IOE

An application must be filed each year to be considered for IOE continued placement. Applications follow the same time frames as Intra-District Open Enrollment (also known as "the Lottery"). At the high school level, applicants will receive automatic approval to remain in the same school if they have earned the required credits to move to the next grade level and submit an **ON TIME** IOE application through the School Choice link in the Infinite Campus Parent Portal. For high school students who did not earn enough credits to move one grade level, and for middle and elementary levels, space availability and building capacity for CCS residents is given highest priority.

Note: Students who moved to another district over the school year, and were allowed to finish the year tuition-free, must file a new application for the following year. However, they would have higher priority than new IOE applicants who did not attend CCS in 2018-2019 as long as the application is submitted **ON TIME**. If concerned about the "chances" for the following year, contact the Division of School Choice (614-365-7459).

Transportation

Transportation for a student attending a school through IOE is the responsibility of the parent/guardian. If there is room on a bus route already servicing the accepted school, they may access Columbus City Schools' bus transportation. If the bus becomes full due to an increased number of riders assigned automatically by the Transportation Department, the parent/guardian again would need to provide the transportation. Columbus City School District residents receive top priority for available space on a CCS bus.

Athletic Eligibility

There is a ruling from the Ohio High School Athletic Association (OHSAA) that may affect athletic eligibility for new placements of Interdistrict high school students entering after the start of the 9th grade. Those students may need to sit out for a period of time before regaining athletic eligibility. Be sure to ask about your child's status prior to accepting a new school through IOE. Upper-class HS IOE students returning to the same CCS HS would continue their eligibility since there was no break in enrollment at that school.

Am I automatically approved if I submit a Request to Return to Home School Application?

No. The school must have availability in the grade level/unit requested. Check the School Choice link in the Infinite Campus Parent Portal, within 3 days of your submission for the status of the Request to Return to Home School application.

How do I get additional questions answered?

If you have additional questions, please contact the Division of School Choice through email at schoolchoice@columbus.k12.oh.us or by calling 614-365-7459.