



## 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
  - Child Care Assistance Application

- 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.

- 2 Register for Columbus City Schools**
  - Visit [www.ccsch.us/enroll](http://www.ccsch.us/enroll).
  - Complete the Speedy Pass Online Registration and upload required documents.

- 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](mailto:centralenrollment@columbus.k12.oh.us)

614-365-4011

#### Pre-K Enrollment

**Early Childhood Education:**

[ecenrollment@columbus.k12.oh.us](mailto:ecenrollment@columbus.k12.oh.us)

614-365-5822

#### Parent Portal

**Parent Portal Access:**

[parentportalaccess@columbus.k12.oh.us](mailto:parentportalaccess@columbus.k12.oh.us)

380-997-7245

#### Medical

**ECE Nurses:**

[ecenurses@columbus.k12.oh.us](mailto:ecenurses@columbus.k12.oh.us)

Fax: 614-365-8745