COLUMBUS CITY SCHOOLS

Is Your Parent Portal Account Activated? Stay engaged in your child's education by setting up and signing into the Columbus City Schools Parent Portal. Through the Parent Portal, you'll be able to securely access valuable information on your student(s):

- Teacher Contact
- Grades and Course Schedules
- Daily Attendance
- Missed Assignments
- Paperless Applications for: School Choice, Summer School, and Career Tech
- Update Contact Information
- Pay Fees

NEW FOR 2019-2020! The most updated contact information for your child is needed for the District and its schools to communicate with your family via phone, text, and email. It's very important to update your child's contact information every year, and now it's much easier online through the Parent Portal.

Need to update your contact information? It can all be updated online through the Annual Update in the Portal. This includes emergency contacts, phone numbers, and email addresses. Columbus City Schools communicates information about School Choice Lottery, Career Tech, Summer School, and other pertinent announcements via auto-dialers and email contacts.

Do you have an address change? Parents and Guardians can now update their home address and make a request to change their students' address online through the Annual Update, without going to Central Enrollment.

Important Annual Forms can also be completed online through the Annual Update in the Portal. This includes acknowledgements such as Emergency Contact Information, Consent for Release of Student Information, Internet Acceptable Use, FERPA Rights, and the Compact Form.

Annual Updates will be processed promptly, and parents will receive a confirmation email when their update is completed.

NEED HELP GETTING CONNECTED? Each parent/guardian has their own personalized Activation Code.

ACTIVATING THE PARENT PORTAL IS EASY.
1. Go to our website at www.ccsoh.us and click on the FAMILIES tab.
2. Click on the PARENT PORTAL link on the left side
3. Click on the button that says FIRST TIME USER ACTIVATION
4. Enter your ACTIVATION CODE (contact your school to obtain one if needed). W*e know it's long - that helps keep the data secure - so type carefully.* Once the code has been activated, it can't be used again.
5. Follow the prompts to set up your username/password and to add a recovery email address.
6. If you've forgotten your username/password, click on EXISTING USER in the Portal, then click FORGOT USERNAME/PASSWORD, and the information will be sent to the email used to set up the account. If you no longer have access to the email you used when setting up the account, please send a picture ID to parentportalaccess@columbus.k12.oh.us .

The Parent Portal login will also allow you to have personalized alerts sent directly to your smartphone through the **Columbus City Schools Mobile App**. You can download the free Columbus City Schools Mobile App now by searching **"Columbus City Schools"** in the app store on your mobile device.

STILL HAVE QUESTIONS?
Call the District FACTLine at 614-221-FACT (3228) or the Central Enrollment Center at 614-365-4011.