

# Foster Youth New Enrollments and In-District Transfers

## 1. Enrollment into Columbus City School District

### REQUIRED:

Complete an Online Registration (Speedy Pass):



If technology or assistance is needed, the Speedy Pass can be completed in person at the Central Enrollment Center.

- **Foster parent picture ID**
- **FCCS Individual Child Care Agreement (ICCA: Page 1 – with Caseworker and Supervisor contact information**
- **Signature Page – with signatures and placement name and address**
- **Addendum D – Journal Entry # - this is needed every time a change in foster placement is made.**
- **Foster parent proof of address: (Gas, Electric, Water Bills, Lease/Mortgage)**

**IF AVAILABLE** (please provide the following):

- **Birth Certificate** (*Copy or Original - the ICCA may be used in place of the birth certificate*)
- **Immunization Records**
- **Special Education – Current IEP and/or ETR/MFE**
- **Previous School Name**

**NOTE:** Upon completion of the Online Registration (Speedy Pass), the foster parent will submit the application and continue on to **schedule a Virtual Appointment or may visit the Central Enrollment Center to complete a Same Day Student Enrollment** (if visiting in person, there may be a wait based on Enrollment Specialist availability). Call 614-365-4011 for hours of operation.

2. Columbus City Schools student(s) placed in foster care outside of CCS boundaries and CCS is the responsible home 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:** Copy of Court Order granting FCCS custody must be presented to Division of Registrar upon receipt.

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If a student is going “HOME ON LEAVE” to parent/guardian

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The caseworker will need to provide the parent with a letter on Child Welfare Agency letterhead for enrollment. The following information **MUST** be included in the letter:

- **Student name and date of birth**
- **Parent name and address**
- **Contact numbers of parent**
- **Date when student went on “Leave” status**
- **Date of next court hearing when parent may possibly receive custody.**

**NOTE:** The letter must be signed by the caseworker including contact numbers and email. This letter should be provided to the parent and a copy should be emailed to the Foster Care Liaison & CCS custody department: [fostercare@columbus.k12.oh.us](mailto:fostercare@columbus.k12.oh.us) and [custodydocs@columbus.k12.oh.us](mailto:custodydocs@columbus.k12.oh.us)

**Contact:** Ivy Mitchell, Foster Care Liaison, Columbus City Schools: 380-997-6962 or email [fostercare@columbus.k12.oh.us](mailto:fostercare@columbus.k12.oh.us) with any questions.