**Foster youth NEW enrollments & IN-DISTRICT transfers**

1. Enrollment into Columbus City School District:

**REQUIRED**:

* Complete an **Online Registration (Speedy Pass)**: [www.ccsoh.us](http://www.ccsoh.us) -> Enroll ->

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 & Supervisor contact information; **Signature Page** – with signatures & 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 Bill, Lease/Mortgage)
* **IF AVAILABLE** (please provide the following)**:**
  + **Birth Certificate** (Copy or Original – the ICCA may be used in place of the birth certificate, if needed)
  + **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.

1. Columbus City Schools student(s) placed in foster care outside of CCS boundaries & 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.

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

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 for 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 Columbus City Schools at [fostercare@columbus.k12.oh.us](mailto:fostercare@columbus.k12.oh.us) or

by calling 614-365-5012 with any questions.

**CCS Student is RETURNED HOME to parent/guardian**

**\*\*PLEASE PROVIDE THIS PAGE TO PARENT/GUARDIAN\*\***

An Online Registration (Speedy Pass) is required to update student information and place student back into parent/guardian’s household.

* **REQUIRED:**
* Complete an **Online Registration (Speedy Pass)**: [www.ccsoh.us](http://www.ccsoh.us) -> Enroll ->

If technology or assistance is needed, the Speedy Pass can be completed in person

at the Central Enrollment Center.

* + Copy of Birth Certificate (if not already submitted with prior enrollment)
  + Copy of Parent Driver’s License/ID
  + Copy of Proof of address for parent (gas, electric or water bill or copy of lease)
  + Copy of Proof of custody (or Home on Leave Letter)
  + Upload all required documents as indicated in the Speedy Pass application
* Schedule an enrollment/update appointment with an Enrollment Specialist using the same link

***NOTE****:* If “Home On Leave” letter is provided; student will still be listed as “Foster Placed”, indicating that Children Protective Services maintains custody until parent provides proof of custody from the courts.

Contact Columbus City Schools at [fostercare@columbus.k12.oh.us](mailto:fostercare@columbus.k12.oh.us) or

by calling 614-365-5012 with any questions.