

COLUMBUS CITY SCHOOLS



FREQUENTLY ASKED QUESTIONS

Central Enrollment Center

Department of Accountability & Other Support Services

10/13/2017

FREQUENTLY ASKED QUESTIONS

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FREQUENTLY ASKED QUESTIONS

CCS CENTRAL ENROLLMENT CENTER

FAQ's

The CENTRAL ENROLLMENT CENTER

QUESTION:

What services are offered at the Central Enrollment Center?

ANSWER:

Student enrollment for grades Pre K-12, work permits, transcripts, School Choice/Lottery, inter-district applications, change of address (with or without school change), ESL Assessment, Home Education, Health Services for new enrollments, Special Education placement for new enrollments, review of out of country/out of state transcripts, and Social Services to assist families new to CCS in overcoming barriers.

QUESTION:

Where is the Central Enrollment Center located?

ANSWER:

The Central Enrollment Center is located at 430 Cleveland Avenue, Columbus, OH 43215, on the Fort Hayes Campus, at the corner of Cleveland Ave. and Jack Gibbs Blvd.

QUESTION:

How do I contact Central Enrollment?

ANSWER:

The phone number for the Central Enrollment Center is **614-365-4011**. The fax number is **614-365-4013**.

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QUESTION:

What are the hours for the Central Enrollment Center? Are there extended hours?

ANSWER:

The Central Enrollment Center's hours of operation are 8:30 a.m. to 4:30 p.m. Monday thru Friday. During the months of August and September there are extended and weekend hours available.

ENROLLMENTS

QUESTION:

Does the Central Enrollment Center process "all" student enrollments for the CCS District?

ANSWER:

The Central Enrollment Center completes **enrollment** for Pre-K through-12th grade.

Enrollment for students "new" to the district and students transferring to another Columbus City School, as a result of change in address, will be completed at the Enrollment Center.

The Division of Registrar, ESL Enrollment and Assessment, Health Services, School Choice/Lottery Office, School Counseling, School Social Workers, Special Education Services and Transportation Services work within the center to assist with program specific enrollment.

QUESTION:

What is On-Line-Registration (OLR)?

ANSWER:

On-Line-Registration (OLR) is an electronic process that allows parents to complete a student preregistration on-line on their personal computer or tablet. Parents can complete the On-Line Registration conveniently at home or at a remote location with computer and internet access. Once the OLR is completed, families come to the Central Enrollment Center with their verifying documents to complete the enrollment process.

Parents completing "OLR" can access or use "Speedy Pass" Services to obtain a fast and direct entry into the enrollment center to present enrollment documents. The Speedy Pass Service allows families the opportunity to schedule an appointment with an enrollment specialist at a

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convenient and mutually agreeable time. Speedy Pass is time saving, convenient and allows parents to by-pass long lines and wait times.

QUESTION:

How do I make an appointment for enrollment?

ANSWER:

Go to Columbus City Schools' website: (www.ccsok.us). Click on Enroll Today. Click on Speedy Pass On-Line Registration – Complete your on-line application. The last screen of the On-Line Registration allows you to schedule an appointment.

QUESTION:

What documents are required for enrollment?

ANSWER:

Enrollment documents required are:

- Birth Certificate, (I-94 or Passport acceptable)
- Address verification (i.e. recent gas, water, electric bill, Lease, or employment records, payroll stub with name & address listed)
- Immunization History
- Parent Photo ID
- Custody Documents (if applicable)
- IEP/MFE (if applicable)
- Grade Card or Transcript (if available)
- Income Verification (Pre-K only)

QUESTION:

What if I don't have all the enrollment documents?

ANSWER:

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Parents must present the required enrollment documents at the time of enrollment. Central Enrollment Specialists are required by law (ORC 3313.672) to verify birth documents, residence and parent/guardianship status.

The integrated office format at Columbus City Schools' Central Enrollment Center provides families the opportunity to consult with additional internal CCS resource services that can provide assistance and referral to outside agencies or internal programs that can guide and assist families in obtaining pertinent documentation.

QUESTION:

What happens if I don't bring my student's transcript or grade card? How will you determine the grade level to enroll my child?

ANSWER:

If the student is in high school he/she is placed into a Non-determined status (ND) until transcripts are received from the previous school and evaluated by a school counselor. If the student is in elementary or middle school, students are placed in the grade level indicated by the parent upon enrollment, unless the parent indicates 4th grade. If the student is 4th grade, and attended another public/community school in Ohio, he/she is placed in a non-determined status (RD) until 3rd grade test scores are received and evaluated for promotion/retention. If the student attended a private school or a school out of state, he/she will be placed in 4th grade, unless the student received a voucher to attend the private school, in which case the non-determined status will be applied as indicated above. If records from the previous school conflicts with what the parent indicated upon enrollment, the school will determine the appropriate grade level and notify the Central Enrollment Center if a grade level change is warranted.

QUESTION:

Why do I have to provide custody documents? If my name is on the birth certificate as the father why does it matter if I was married to the mother?

ANSWER:

Custody documents are needed to protect you and your student.

Ohio Revised Code 3109.042 (Custody rights of unmarried mother) states: An unmarried female who gives birth to a child is the sole residential parent and legal custodian of the child until a

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court of competent jurisdiction issues an order designating another person as the residential parent and legal custodian. A court designating the residential parent and legal custodian of a child described in this section shall treat the mother and father as standing upon an equality when making the designation.

QUESTION:

May I enroll my child using a family member's address?

ANSWER:

No. You must enroll from the custodial (parent for residential purposes) parent's address.

QUESTION:

If my other children attend a school does my new kindergarten student also get to attend that school regardless of the assigned address?

ANSWER:

No. CCS requires every student to complete and submit a lottery application to be eligible for a chance to enroll into a school other than the school of address.

QUESTION:

How do I find out which school is assigned to my address?

ANSWER:

Parents may call the Columbus City Schools Factline at 614-221-3228 or the Division of School Choice at 614-365-7459.

QUESTION:

Why is my address assigned to one school when another school is closer?

ANSWER:

The catchment areas are assigned based on population of areas in order to balance enrollments.

QUESTION:

When does registration start for the following school year?

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ANSWER:

- High School students can be enrolled beginning in December. Elementary and middle school students can be enrolled beginning in January. Pre-K enrollment appointments begin in April. However the Online Registration for Pre-K can be completed in February.

QUESTION:

When I visited the Central Enrollment Center I noticed that the number on my ticket was skipped and someone with a higher number was called first. Why did my number get skipped?

ANSWER:

Numbers are not called in numerical order.

CHANGE OF STUDENT ADDRESS:

QUESTION:

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

ANSWER:

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

You may keep the child in the current school, but depending on where the new residence is located, you may be responsible for transportation.

The other option is you may immediately enroll the child in the new school by address at the Central Enrollment Center. You will need to schedule an address change appointment. To schedule an address appointment, please visit <http://www.ccsdh.us/ChangeofAddress.aspx>

QUESTION:

Can school secretaries update student addresses and phone numbers?

ANSWER:

Yes. School secretaries can update student addresses and phone numbers. Parents are required to take verification of address information to the school office.

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Students who move to a new address but do not desire a transfer to a new CCS building can have their address information updated by the secretary at their current school. Please note: transportation to the school may not be available depending on the new address.

However, if the new address requires a change in schools, parents must take proof of address and ID to the Central Enrollment Center.

TRANSFERRING SCHOOLS

QUESTION:

How can a student transfer schools?

ANSWER:

The Columbus City Schools is pleased to offer families different schooling options to help meet a range of family/student needs. Through the School Choice Lottery, families can apply to attend a school other than the school of address for the following school year. Once the school year begins, the only way for a student to transfer schools is with a change of address. For more information on the School Choice Lottery, please visit the FAQ's on the School Choice Lottery website: <http://www.ccsok.us/SchoolChoiceLotteryInformation1.aspx>

QUESTION:

Why can't my child go to the school that I want if the school has room?

ANSWER:

Students are assigned to schools based on the address. Parents desiring a school other than the school of address should utilize the School Choice Lottery process to apply for available seats for the following school year.

QUESTION:

My child is attending a school other than the school of address (e.g. the school was full when we enrolled/we accepted a lottery placement/we moved but wanted the child to stay in the current school, etc.), but I now want him/her to go to the school of address for next year. How is this accomplished?

ANSWER:

A Request to Return to Homeschool Form must be completed and submitted to the Division of School Choice by the end of the 3rd quarter.

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TRANSPORTATION INFORMATION:

QUESTION:

Will the Central Enrollment Center provide bus route or transportation information when enrolling/changing addresses for students?

ANSWER:

Yes. The Central Enrollment Center currently has a representative on site from Transportation Services. The representative from Transportation Services will provide route information to parents enrolling at the Central Enrollment Center if a route already exists and does not have to be created.

QUESTION:

How do I find out about transportation for my child?

ANSWER:

You can stop at the information desk located at the Central Enrollment Center after enrolling your child is complete. You can also contact our Transportation Department directly at 614-365-5074 or speak with the school secretary at your child's assigned school.

MISC. ENROLLMENTS (Pre-K, Summer School, Expulsions, etc.)

QUESTION:

What about Pre-K students? Are Pre-K students enrolled at the Central Enrollment Center?

ANSWER:

All registration for Early Childhood Education (ECE) will take place at our [Central Enrollment Center](#), by appointment only. Parents and legal guardians can complete the [SpeedyPass Online](#) registration form beginning the first business day in February. Appointments will begin the first business day in April.

Beginning the first business day in February, once parents have successfully completed the on-line registration, they can begin scheduling appointments. They will be given an option to select the first-available appointment or choose another time.

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Placement for general education classrooms in the ECE program at all buildings, with the exception of 100% lottery schools*, are filled on a first-come, first-served basis. However, parents may select to be placed on a wait list for one school if the school they wish to attend is at capacity. Parents may also submit a lottery application for up to three 100% lottery schools. Parents should also note, ECE students who are enrolled in schools other than the school of address are not guaranteed placement in the kindergarten program the following year. Parents whose children attend a school other than the school of address for ECE must go through the lottery process for a kindergarten placement.

If a student was enrolled into a 100% lottery school ECE classroom, they will be assigned to continue for kindergarten. If parents would like their child to attend their home school by address for kindergarten, they would need to complete the Return to Home School form in the winter of the Pre-K year.

Because the demand for ECE is so great, students who live outside the Columbus City School District will not be considered for enrollment.

* 100% lottery schools for ECE include: Africentric Early College, Duxberry Park, ECE at Johnstown Road, Ecole Kenwood, Oakland Park and Spanish Immersion.

QUESTION:

My student is in Pre-K with Columbus City Schools. Do I have to enroll again for Kindergarten?

ANSWER:

No. If your child is being promoted to a regular education kindergarten he/she will automatically transition into his/her school of address for kindergarten.

If a student was enrolled into a 100% lottery school ECE classroom, they will be assigned to continue for kindergarten at the lottery school. If parents would like their child to attend their home school by address for kindergarten, they would need to complete the Return to Home School form in the winter of the Pre-K year.

Parents should contact the Early Childhood department at 614-365-6789 if they have questions about enrollment of Pre-K students.

QUESTION:

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Does the Central Enrollment Center enroll Summer School, IPASS, Cross Enrolled, Career Center, JDF, or Community School students?

ANSWER:

No. Designated program specific types of enrollment will remain “proprietary” within the CCS office responsible for initiating and maintaining student enrollment within those designated offices.

QUESTION:

My student was expelled. Do I need to enroll them in the new school?

ANSWER:

When an expulsion is complete, the parent must accompany the student to his/her assigned school with a picture ID and proof of address.

EXCEPTIONAL STUDENT SERVICES (English as a Second Language (ESL)/Special Education/Gifted and Talented)

QUESTION:

How do I contact the ESL Assessment Center?

ANSWER:

You can reach the ESL Assessment Center by calling the Central Enrollment Center number at **614-365-4011**.

QUESTION:

Why does my child have to take an ESL assessment to enroll?

ANSWER:

Students who spoke another language when they first learned to speak, or use another language frequently, must be assessed for English proficiency. This assessment is completed to make sure that students are given the opportunity for services that will best meet their needs and provide the resources to help them succeed.

QUESTION:

Should I bring transcripts/grade cards from another country when I enroll my child?

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ANSWER:

Yes. Please bring the academic information from other countries that you have for your child.

QUESTION:

How do I know if my child needs a TB test?

ANSWER:

If your student was born outside the US or traveled outside the US for more than one month within the last five years, they should meet the nurse to decide whether they need a TB test. If your student had a TB test done since returning from outside the US, bring that documentation to show the nurse.

QUESTION:

What about students requiring ESL Enrollment or Special Education Services?

ANSWER:

Staff assigned to the ESL Assessment Center and Enrollment Specialists are at the center to assist ESL families with enrollment. Special Education Coordinators will assist Enrollment Specialists with enrollment of students requiring Special Education Services.

QUESTION:

Do schools receive notification from the Central Enrollment Center about ESL students enrolling into the school?

ANSWER:

Yes. Enrollment Specialists and the ESL Assessment Center will provide parents with a notification letter that verifies the student was enrolled. The notification letter also provides ESL Assessment test results, defines Language English Proficiency (LEP) status and the assigned school location.

QUESTION:

How do I get an interpreter for a meeting at my child's school?

ANSWER:

The school can request an interpreter or you can call the ESL Department at 614-365-8802 to request an interpreter.

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QUESTION:

How does my child get an Individual Education Plan (IEP)?

ANSWER:

If you suspect your child has a disability, consult with the staff at the school to start an evaluation process.

QUESTION:

Which schools have a Gifted and Talented program? How does my child get into the program?

ANSWER:

Placements into the Gifted and Talented Program are NOT completed at the Central Enrollment Center. Please contact the Gifted and Talented Program at 614-365-6626.

DIVISION OF THE REGISTRAR

QUESTION:

What is the Division of the Registrar?

ANSWER:

The Division of the Registrar provides the following services to CCS students:

- Processes CCS student work permit requests (students ages 14-17)
- Tracks missing CUM files
- Processes “Medical” transfers
- Processes “Child Care” transfers
- Processes “Foreign Exchange Student” applications
- Processes “Custody” documentation
- Updates the State of Ohio Student Identifier System with name changes that have been made in Infinite Campus (I.C.) at the school (legal documentation and a copy of the change, i.e. screen shot in I.C. must be submitted)
- Processes requests for withdrawal of students that are incarcerated or are residing in a treatment facility (i.e. DYS, Abraxas, Paint Creek, COYC). These withdrawal requests MUST be processed in the Division of the Registrar ONLY.
- Processes transcript requests for ALL closed CCS middle schools and high schools, as well as open CCS middle schools and high schools that do not have a microfiche machine.

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- The Division of the Registrar processes transcript requests for [CCS](#) students only.

QUESTION:

How do I get a copy of my high school transcript?

ANSWER:

In an effort to provide better and more secure service for our students, all student records requests including graduation verifications, transcripts, immunization records, or the complete student record must be made online using our online student record request system.

Please use the following link to access our online student records request system:

<https://ccsoh.scriborder.com>

SCHOOL CHOICE/LOTTERY

QUESTION:

What is School Choice/Lottery?

ANSWER:

Columbus City Schools is pleased to offer families different schooling options to help meet a range of student/family needs. Through the school lottery, students can apply for up to three schools to be in a lottery for available seats. For more information, please visit <http://www.ccsoh.us/SchoolChoiceLotteryInformation1.aspx>

QUESTION:

Where can I find the report card for each school or the district?

ANSWER:

You can search report cards for districts and schools on the Ohio Department of Education website: <http://education.ohio.gov/>

QUESTION:

How do I get information about Community Schools?

ANSWER:

Information regarding community schools may be found at: <http://education.ohio.gov/> or <http://knowyourcharter.com/>

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STUDENT WITHDRAWAL/END DATE FORMS

QUESTION:

Does the Central Enrollment Center withdraw/end date students?

ANSWER:

Yes, but the withdrawal has to be initiated at the school. Enrollment Specialists will electronically end date students within Infinite Campus ONLY after school secretaries have completed the Electronic Withdrawal/End Date form.

The school office must continue to exercise due diligence in regards to student attendance and withdrawal practices.