



**COLUMBUS  
CITY SCHOOLS**

**Tonya Freeman, Director**  
Central Enrollment Center  
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Columbus, Oh 43215  
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[www.ccssoh.us](http://www.ccssoh.us)

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*Mission: Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.*

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Dear Parent/Guardian,

To Update Custody and Household Information:

- Go to [ccsoh.us](http://ccsoh.us)
- Click on "Enroll"
- Review the "Necessary Documents" tab on the left side of the screen before you get started, as you will need to upload all documents required
- Click on the "Speedy Pass" icon (this is an online registration)
- Complete the online registration
- Upload all necessary documents
- You will be prompted to make a virtual appointment (If you would prefer an on -site appointment, please call 614-365-4011 to schedule)
- An enrollment specialist will contact you via email for a virtual enrollment appointment using Zoom

Please be advised that you will not have access to the child or the Parent Portal, and your information will not be updated in the student's file until you complete the enrollment process above.

Please contact Custody in the Division of the Registrar at 380-997-7392 or [custodydocs@columbus.k12.oh.us](mailto:custodydocs@columbus.k12.oh.us), with any custody questions or concerns.

Sincerely,

*Tonya Freeman*

Tonya L. Freeman, Director