



**Tonya L. Freeman, Director**  
Division of the Registrar  
430 Cleveland Avenue  
Columbus, OH 43215  
Ph. 614.365.4011 / Fax 614.365.4013

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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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Re: Record Requests

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

*Fax, phone calls and mail will no longer be accepted.*

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

<https://ccsoh.scriborder.com>

Thank you,

*Tonya Freeman*

Division of the Registrar  
Columbus City Schools