



Tonya L. Freeman, Director
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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.

Re: Record Requests

In an effort to provide a better and more secure service for our students, all student records requests including graduation verifications, transcripts, immunization records, and letter of recommendations 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