Digital Centralized Enrollment

Quick Guide

Starting with the 2025–26 school year, all enrollments **must be completed online** through Focus. Paper applications will no longer be accepted district-wide as of July 1, 2025.

1 Access Focus

💻 **On a computer:** https://focus.cps-k12.org/focus/auth/

📱 **On your phone:** Download the **Focus app** by searching *CPS FOCUS* in your app store

🏫 **Preferred school** or the **Customer Care Centralized Enrollment Center (CCCEC)**: These locations have laptops available with the necessary tools and internet access to complete the application.

📌 Are you registered in Focus? If not, use *Click here to create a new account* from the Focus login page.

2 Complete *Online Enrollment Application*

Enter information about your child, your household, and your school preferences. Be ready to upload required documents such as:

- Proof of residency
- Your child's birth certificate
- Parent identification (driver's license, passport or other government issued ID)
- Custody documents (if applicable)
- Report card / transcript (if new or returning to CPS)

📝 **Double-check all information *before* submitting your application.**

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3 Submit & Await Confirmation

Once submitted, you will receive a **confirmation message**. Keep this for your records.

A district representative will follow up with next steps and finalize the enrollment.

Need Help?

Visit the *Customer Care Centralized Enrollment Center* (CCCEC)
📍 2651 Burnet Avenue (Mary Ronan Education Center)

Our friendly staff is ready to support you with:

- Accessing the online application
- Uploading documents
- Exploring school options
- Troubleshooting technical issues

📞 You can also call us at **(513) 363-0123** for assistance.

We are committed to making the enrollment process easy and accessible for every family. We look forward to welcoming your child to Cincinnati Public Schools!