



# Applying for a District Application Program

Initial Application Period: January 10 through 5 PM on January 20, 2023

### **Steps to Take Before January 10**

- Pinellas County Residents:
  - Get a Parent Username & Password
  - If you have one and have not used it in the past year, reset the password
  - Can be done at any Pinellas County School or the Student Assignment Program
- Make sure your Address is Correct in Focus
  - If you moved, make sure your new address has been updated in Focus
- Explore your Options
  - You can apply for one up to five programs
  - Learn more at <u>www.pcsb.org/dap</u>

# Non-Pinellas County Residents

- Cannot apply using the Student Reservation System
- Apply using a Special Attendance Permit
  - <u>www.pcsb.org/cms/lib/FL01903687/</u> <u>Centricity/domain/176/pcs forms/4-</u> <u>302.pdf</u>
- Special Attendance Permit requests are handled after the Initial Acceptance Period and start of the Late Application Period.
- Results will be communicated in the summer.

### **Initial Application Period**

## You will have from 12:01 AM on January 10 through 5:00 PM on January 20 to apply for up to 5 District Application Programs

Apply at <a href="https://reservation.pcsb.org">https://reservation.pcsb.org</a>

# **Steps to Apply**

#### Using the Student Reservation System

### Step 1: Go to https://reservation.pcsb.org



Reminder: This program will **not** let you apply without a Pinellas County address.

### **Trouble Signing In?**

If you have trouble signing in:

- If you enrolled, go to <a href="https://ssrpm.pcsb.org">https://ssrpm.pcsb.org</a> and change your password.
- If you did not enroll in SRS, bring a photo id to the closest PCS school and ask them to reset your password.

### **Step 2: Choose the Best Description**

#### (New or Current Student)



### Step 3: Choose "District Application Program"



Click on "District Application Program (Magnet, Fundamental & Career Program)"

### Step 4: Select "Make an Application..."



### **Step 5: Select Correct Description for Your Child**

	DCS       Student Reservation System         Welcome! p.truskowskie       Today is Monday, July 13, 2020: 4:11 PM         Help   Log         English   En Est	ogout spañol
Select the correct description for your child.	Click on the one statement that describes your child: O My child has never attended a Pinellas County public or charter school O My child currently attends or is assigned to a Pinellas County public or charter school False Official Statements Whoever knowingly makes a false statement in writing with the intent to mislead a	
Click the	public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083. I affirm that all of the information contained in this application is true and complete and I understand that any falsification, misrepresentation, or omission will be subject to disciplinary and/or legal action.	
Continue Button.	Continue Terms of use   Privacy Policy	erved.



#### Step 6: Enter Child's Name/D.O.B. or Local Student ID #



### **Step 7: Verify Your Child's Information**



#### Step 8: Enter Suffix, Gender, and Next Year's Grade



#### **Step 9: Enter State Required Ethnicity & Race**



### **Step 10: Enter Your Address**



### **Step 11: Select Your Address**



### **Step 12: Enter Additional Address Information**

	District Application Programs       District Application Programs)         Magnet, Fundamental & Career Academy Programs)       APPLICATION PERIOD - Test Site         Welcome! p.truskowskie       Today is Friday, December 17, 2021: 5:52 PM       Help   Logout         Student Name: Juniper Beatrice Jones       ID:       Appl: Initial Application       District Application Program Homepage       English   En Español
Enter Additional Address Information (Apt., Unit, etc.)	Please verify your address. If you have an Apartment, Condo, Building, Unit or Lot number, please enter it in Street Address 2 Street Address 1: 14681 SUNSET ST
	reet Address 2: City: CLEARWATER State: FL Zip Code: 33760
	Back Continue Copyright © 2008 - 2011, PCS. All Rights Reserved.

## **Step 13:** Enter Parent/ Guardian Information

	District Application Programs       District Application Programs)         APPLICATION PERIOD - Test Site       Help I Logout         Welcome! p.truskowskie       Today is Friday, December 17, 2021; 5:52 PM       Help I Logout         Student Name: Juniper Beatrice Jones       ID:       App: Initial Application       District Application Program Homepage       English [ En Españo]
Enter Parent Information. Required Fields have red apostrophes.	Please provide the following Parent information:         Parent First Name:       • Required         Parent Last Name:       • Required         Parent Relationship:       Select       • Required         Email Address:       •         Parent Phone:       • Phone:       • - •         Purposes Onin       • • •       Ext.         Cell       • • •       • •         Portant: This is how school will contact you if additional information is needed or if they need to invite your child from the wait list.
Only 1 parent contact information needed. Second is optional.	Parent Residence Address: 14681 SUNSET ST * Required Parent City: CLEARWATER * Required Parent State: FL * Required Parent Zip Code: 33760 * Required Optional: Other Parent First Name: Other Parent Last Name: Other Parent relationship: Select V Other Parent Primary Phone: () -
Click the Continue button.	Continue Terms of use   Privacy Policy Copyright © 2008 - 2011, PCS. All Rights Reserved.

### **Step 14: Enter Priority Claim Information**

Please note proximity priority distances are automatically calculated using your entered address information.



### **Step 15: Enter School Level**

Welcome! p.truskowsk	ie	Today is Friday, December 17, 20	021: 5:56 PM He
Student Name: Juniper Be	atrice Jones ID:	Appl: Initial Application	District Application Program Homepage Englis
Available programs area and you canno	based on your applic t apply to it.	ation area are listed below. If a progr	am cannot be checked, it is outside of your applicati
You can choose to a each program.	apply for 1 program of	r up to 5 programs. Please select you	Ir choices by clicking on the dropdown list to the left
Priorities are only g	iven to your number o	one ranked choice. Rank your top ch	oice as #1 during the initial application period.
Elementary Oct	haal		
Elementary Sci	nool		
Middle School			

Select the School Level

### **Step 15: Select Up to 5 Programs**

Remember: Priorities only apply to the #1 ranked choice.



### **Step 16: Review Choices & Conditions**

#### Click Agree if Selected Programs are Correct.

Click Agree for All the Stipulations.

Welcomel p.tr Student Name: Mi	uskowskie bilda Wormwood	Today Is Sat	urday, December 5, 2020: 8:07	AM E District Application Program Homepage Engli
		You b	ave a few more stens	
		Please confirm	the program(s) you have	e chosen
Rank	Selected Program	IS		Program Coordinator
1	Bay Point Elementary	- Center for Advancement of the 1	Sciences and Technology	Ciera Negretti - 727-552-1449
2	Mildred Helms Elemen	ntary IB World School- Primary Ye	sars Programme	Kim Dennison - 727-588-3569
3	Curtis Fundamental E	lementary		Wanda Coe - 727-738-6483
4	Sandy Lane Elementa	ry- Conservatory for the Arts		Maria Athanasulis - 727-469-5974
5	Kings Highway Eleme	ntary- Center for Digital Learning	& STEAM	Garyn Boyd, Principal - 727-223-8949
			I Agree	
Re lu Bo the	view the stipulation nderstand that applic ard approved Proces are procedures inclu	is below. If you agree click tation and assignment to, and dures for District Application P de:	the checkbox at the bottom. continued participation in all a rogram Procedures and have	application programs is guided by the School reviewed this document. Key elements of
	<ul> <li>Acceptance of a lists, except for</li> </ul>	an invitation to an application p the Centers for Gifted Studies	program will remove the stude	nt from all other application program waiting
	<ul> <li>Students who a</li> </ul>	ccept a seat in Pinellas Virtua	I School will not be removed fr	rom other program waiting list.
	Students previo	usly dismissed from a fundam	nental program are only eligible	e to enter another fundamental school at the
	next academic I	evel (middle or high).		
	<ul> <li>Priorities (feed</li> </ul>	er pattern, sibling, staff) on	ly apply during the initial ap	plication period and only to first
	choice/ranked	programs.		
	<ul> <li>Priority preference</li> </ul>	ice is provided to any staff me	mber who lives in the district a	and works full-time at the program school.
	<ul> <li>A priority is also</li> </ul>	given to sibling students eligi	ble for the program at the sch	ool to which they are applying and whose old
	sibling is airead	y attending that school (and v	All be there at the same time a	is the applicant).
	be in the same Procedure.	program for the applicant to re	aceive the priority unless indica	ated in the District Application Program
	<ul> <li>If a student invit the school's pro invited priority s not granted to s</li> </ul>	ed to a magnet program has a gram coordinator directly duri tatus. Newly invited priority st tudents invited from waiting lit	an eligible sibling who applied ng the week immediately follow atus is only applicable during t sts later in the school year.	but was not invited, the parent must contact wing the acceptance period to claim newly the initial application period each year and is
	Military priority	only applies during the late ap	plication period.	
	<ul> <li>Students with c waive such spe miles from the a</li> </ul>	urb-to-curb or specialized tran cialized transportation and ag application program school.	sportation on their IEP who ac ree to arterial bus transportation	coept a seat in an application program agree t on provided the student resides more than tw
	Centers for Gifts     apply and do as	ed Studies, high school Camb	ridge AICE and high school IB	programs have academic requirements. If your inclusion
	<ul> <li>All middle and h school semester</li> </ul>	igh school program applications and/or any SESIR incidention	(s) as defined in the Code of S	student has 10 or more referrals in the last tw tudent Conduct.
	<ul> <li>Arterial bus tran an IEP that required provided to their consistent with</li> </ul>	sportation is available to stud lires transportation or Section r zoned school. If parents cho the transportation provided to	ents who live more than two m 504 students that require spe ose to enroll the student in a D non-disabled students.	niles from school. For ESE students who have cialized transportation, that transportation is DAP, arterial transportation will be provided,
	I understand	and accept these stipulatio	ns in confirmation of this ap	plication to any application program(s).
			Continue	
			V	
				The second se

#### Enter a phone number and email so the school can contact you.



Click print if you want a hardcopy of the application.

Click Submit.

#### **Step 17: Review Selections & Enter Contact Info**

### **Confirmation Screen & Email**



1001100		
PC	O Pinellas County Schools <donotreply@pcsb.org> To: 0 Truskowski Ellen</donotreply@pcsb.org>	Today at 5:59 PM
If you have a	any question, please call the Student Assignment Office at: (727) 588-6210.	
Thank You.		
- Pinellas Cou	unty Schools	
PLEASE SAVE	ETHIS EMAIL. In the event of technical issues, you will be asked to forward this email as part of the process of assisting you.	
As a reminde	er, you agreed to the following stipulations:	
I understand tha reviewed this do Centers for Gifte	at application and assignment to, and continued participation in all application programs is guided by the School Board approved Procedures for District Application Prog ocument. Key elements of these procedures include: Acceptance of an invitation to an application program will remove the student from all other application program w ed Studies.	ram Procedures and have vaiting lists, except for the
Students who ac	ccept a seat in Pinellas Virtual School will not be removed from other program waiting list.	
Students previou	usly dismissed from a fundamental program are only eligible to enter another fundamental school at the next academic level (middle or high).	
Priorities (fee	eder pattern, sibling, staff) only apply during the initial application period and only to first choice/ranked programs.	
Priority preferen	nce is provided to any staff member who lives in the district and works full-time at the program school.	
A priority is also applicant).	given to sibling students eligible for the program at the school to which they are applying and whose older sibling is already attending that school (and will be there at t	he same time as the
In schools with s District Applicati	school-within-a-school programs, priority status is provided to the program only. The current sibling must be in the same program for the applicant to receive the priorit ion Program Procedure.	y unless indicated in the
If a student invit acceptance perio the school year.	ted to a magnet program has an eligible sibling who applied but was not invited, the parent must contact the school's program coordinator directly during the week imm od to claim newly invited priority status. Newly invited priority status is only applicable during the initial application period each year and is not granted to students invi	nediately following the ted from waiting lists later in
Military priority	only applies during the late application period.	
Students with cu the student resid	urb-to-curb or specialized transportation on their IEP who accept a seat in an application program agree to waive such specialized transportation and agree to arterial bu des more than two miles from the application program school.	us transportation provided
Centers for Gifte	ed Studies, high school Cambridge AICE and high school IB programs have academic requirements. If you apply and do not meet those requirements, your application wi	II be marked as ineligible.
All middle and h Conduct.	nigh school program applications can be made ineligible if a student has 10 or more referrals in the last two school semesters and/or any SESIR incident(s) as defined in t	he Code of Student

Your PCS District Programs Application

Arterial bus transportation is available to students who live more than two miles from school. For ESE students who have an IEP that requires transportation or Section 504 students that require specialized transportation, that transportation is provided, consistent with the transportation provided to non

Please take the brief survey if you have time. It helps improve marketing efforts and new additional DAP program offerings.

## Modifying or Checking on Your Application

- You can go back in at any time up until 5 PM on Friday, January 20<sup>th</sup> to change your choices.
- Please be aware if you do this, this page will appear.
- To just check and print click View/ Print School Choices.
- If you click, change school choices, you will need to complete the whole process and SUMBIT or your original application will be deleted.



### You Have Completed the Process



 You can change your selection anytime during the January 10 – 20, 2023 at 5:00 PM window.

If you have any questions or concerns, please contact Student Assignment at 727.588.6210, DAP@pcsb.org or StudentAssignment@pcsb.org