Applying for a District Application Program

Initial Application Period: January 9 through 5 PM on January 19, 2024
Steps to Take Before January 9

• Pinellas County Residents:
  • Get a Focus Parent Portal Account
  • Don’t have one? Set one up with your email address at https://focus.pcsb.org

• Make sure your Address is Correct in Focus
  • If you moved, make sure your new address has been updated in Focus
Non-Pinellas County Residents

• Apply using a Special Attendance Permit
  • https://tinyurl.com/SpecialAttendancePermit

• Special Attendance Permit requests are handled after the Initial Acceptance Period and start of the Late Application Period.

• Results will be communicated in early summer.
Initial Application Period

You will have from **12:01 AM on January 9** through **5:00 PM on January 19** to apply for up to 5 District Application Programs.

Apply at

https://focus.pcsb.org
Steps to Apply

Using the Focus Parent Portal and Student Reservation System
Go to [https://focus.pcsb.org](https://focus.pcsb.org)

Sign-in using your username and password.
Click the Student Reservation System Link

The link can be found in 2 places.
Trouble Signing In?

If you have trouble signing in:

• Try resetting your Focus Parent Portal
• Try clearing your cache

For Focus Parent Portal assistance contact Tech Help at 727.588.6060
Choose the Best Description (New or Current Student)

Choose the description that best matches your child.

Reminder: This program will not let you apply without a Pinellas County address.
Click “District Application Program"
Select "Make an Application..."

Select “Make an application” option.

Click Continue.
Select Correct Description for Your Child

Select the correct description for your child.

Click Continue.
Enter Child's Name/D.O.B. or Local Student ID #

Make sure the name is entered as it appears on the birth certificate (hypens, apostrophes, dual first and last names).

Or Enter Student ID #.

Click Continue.
Verify Your Child’s Information

Verify name and date of birth are correct.

Click Continue.
Enter Suffix, Gender, and Next Year's Grade

Enter the Suffix (if applicable), Gender, and next year's Grade Level.

SS# is optional.

Click the Continue Button.
Enter FL Department of Education Required Information: Ethnicity and Race.

Enter State Required Ethnicity
Enter Your Address

Enter the House Number and First Five Letters of the Street.

Click Continue
Select Your Address

Select the Correct Address

Click Continue
Enter Additional Address Information
Enter Parent Information. Required Fields have red apostrophes.

Only 1 parent contact information needed. Second is optional.

Click the Continue button.
Enter Priority Claim Information

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

Sibling Priority:
Select the School and enter the 10-digit student # (found on report cards or in focus).

Military:
Only valid during the late application program.

Feeder Pattern:
Enter the current magnet or fundamental program.

Professional Courtesy:
Select the School and enter the employee user ID.

Please note: Multiple Sibling is not a Priority.
Enter School Level

Select the School Level

Available programs based on your application area are listed below. If a program cannot be checked, it is outside of your application area and you cannot apply to it.

You can choose to apply for 1 program or up to 5 programs. Please select your choices by clicking on the dropdown list to the left of each program.

Priorities are only given to your number one ranked choice. Rank your top choice as #1 during the initial application period.

- Elementary School
- Middle School
- High School
Select Up to 5 Programs

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

Use the dropdown menu to choose up to 5 programs.
Review Choices & Conditions

Click Agree if Selected Programs are Correct.

Click Agree for All the Stipulations.

Click Continue.
Review Selections & Enter Contact Info

Click print if you want a hardcopy of the application.

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

Click Submit.
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 19 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 9 – 19 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