

How to Apply to a District Application Program

1. Parents/guardians must complete an online application for any District Application Program.
2. In order to complete an application, Parents/Guardians must have a Parent FOCUS/Portal ID.
 - a. If you do not have one, please visit any Pinellas County School during business hours.
 - b. Bring your driver's license or state photo ID as verification
3. Online Application Procedures:
 - a. Go to: <https://reservation.pcsb.org>
 - b. Login with your Parent FOCUS ID
 - c. Choose the enrollment option that applies to your family. (Typically – My child currently attends or is assigned to a Pinellas County School.)
 - d. Choose Continue
 - e. If you need to update your address, Click on Change of Address. If you don't need to update your address, choose District Application Program (Magnet, Fundamental, & Career Academy Programs
 - f. Choose the button for Make an Application for NEXT School Year (2020/2021)
 - g. Click on the bar – “Click here once you have checked one of these options”
 - h. Review the information on the page.
 - i. Click Continue
 - j. Enter your student's first name, last name, and birthdate to search.
 - k. Click the button next to your child's name. If your child's name is not listed, follow the instructions on the screen.
 - l. Click Continue
 - m. Enter any parent contact information-this is the phone number and email address the school will have should they need to contact you.
 - n. Answer the questions regarding siblings, currently programs, and PCSB employee status. This is how the computer assign priority to your first ranked choice. Information entered here will be validated by the school to which you are applying.
 - o. Click Continue.
 - p. Review the list of District Application Programs.
 - q. Rank them in order of preference, 1-5 with 1 being the first choice.
 - r. Click Continue
 - s. You must agree to the selections you made and agree to the DAP stipulations both listed on the page and addressed in the Procedures for District Application Programs.
 - t. Click continue.
 - u. Print a copy and enter your email address to have a confirmation sent to you.
 - v. Please take the short parent survey to share your experiences with the Choice process and provide input on future magnet programs in Pinellas County Schools.
 - w. Enter your email address to have a confirmation sent to you.
 - x. If you are new to Pinellas County Schools and you applied to a program with entrance criteria contact the individual program coordinators to submit needed information.
4. Contact the school or district office if you have questions or concerns.