Applying for a District Application Program

Initial Application Period: January 5 through 5 PM on January 14, 2022
Steps to Take Before January 5

• 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 www.pcsb.org/dap
Non-Pinellas County Residents

• Do not apply using the Student Reservation System

• 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 the summer.
Initial Application Period

You will have from 12:01 AM on January 5 through 5:00 PM on January 14 to apply for up to 5 District Application Programs.

Apply at

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

Using the Student Reservation System
Step 1: Go to https://reservation.pcsb.org

Sign-in using your username and password.

Reminder: This program will not let you apply without a Pinellas County address.
If you have trouble signing in:

• If you enrolled in SRS, change your password.

• If you did not enroll in SRS, bring a photo id to the closest PCS school and to reset your password.
Choose the description that best matches your child.
Step 3: Choose "District Application Program"

Click on the "District Application Program (Magnet, Fundamental & Career Academy Programs)" tab.
Step 4: Select "Make an Application..."

Select “Make an application” option.

Then, click the Continue button.
Step 5: Select Correct Description for Your Child

Select the correct description for your child.

Click the Continue Button.
Step 6: 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 the Continue Button.
Step 7: Verify Your Child’s Information

Verify name and date of birth are correct.

Click Continue.
Step 8: 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.
Step 9: Enter State Required Ethnicity & Race

Enter FL Department of Education Required Information: Ethnicity and Race.

Click the Continue Button.
Step 10: Enter Your Address

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

Click Continue
Step 11: Select Your Address

Select the Correct Address

Click Continue
Step 12: Enter Additional Address Information

Enter Additional Address Information
Step 13: Enter Parent/Guardian Information

Enter Parent Information. Required Fields have red apostrophes.

Only 1 parent contact information needed. Second is optional.

Click the Continue button.
Step 14: 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.

Please note: Multiple Sibling is not a Priority.

Feeder Pattern: Enter the current magnet or fundamental program.

Professional Courtesy: Select the School and enter the employee user ID.
Step 15: Enter School Level

Select the School Level

- Elementary School
- Middle School
- High School
Step 15: Select Up to 5 Programs

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

Use the dropdown menu to choose up to 5 programs.

Click Continue.
Step 16: Review Choices & Conditions

Click Agree if Selected Programs are Correct.

Click Agree for All the Stipulations.
Step 17: Review Selections & Enter Contact Info

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

Click print if you want a hardcopy of the application.

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 14th 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 submit or your original application will be deleted.
You Have Completed the Process

• You can change your selection anytime during the January 6 – 14th 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