PINELLAS COUNTY SCHOOLS

SPECIAL ASSIGNMENT REQUEST INFO AND Q&A

APRIL 4 • 5:30 P.M. • FACEBOOK LIVE

PCS
PINELLAS COUNTY SCHOOLS
PCS is a District of Choice

Families have a variety of educational options
PCS EDUCATIONAL OPTIONS

- Neighborhood/Zoned Schools
- District Application Programs
- Special Assignment Requests
- Early Education (VPK/ PK)
- Special Attendance Permits
- Pinellas Virtual School
- Charter Schools
- Home School
The district is divided into grids used to create school zones.

Each residential addresses are associated with a grid number which determines the school zone.

Find your child’s zoned school by using the Zone School Locator found at www.pcsb.org/zone
No school assignment or reservation is either expressed or implied. This is simply a tool to look up what school zones your address falls within.

<table>
<thead>
<tr>
<th>Residence Address</th>
<th>301 14TH ST NW LARGO, FL 33770</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary School</td>
<td>Mildred Heims Elementary School</td>
</tr>
<tr>
<td>Elementary School Address</td>
<td>561 CLEARWATER LARGO RD S, Largo, FL 33770-3240</td>
</tr>
<tr>
<td>Middle School</td>
<td>Largo Middle School</td>
</tr>
<tr>
<td>Middle School Address</td>
<td>155 8th AVE SE, LARGO, FL 33771-2147</td>
</tr>
<tr>
<td>High School</td>
<td>Largo High School</td>
</tr>
<tr>
<td>High School Address</td>
<td>410 N MISSOURI AVE, LARGO, FL 33770-1562</td>
</tr>
</tbody>
</table>
INTERACTIVE SCHOOL ZONE MAP

www.pcsb.org/zone

Find Your Neighborhood School

Use the School Locator link below to enter your house number and street name to find the assigned school zone for your location.

Find Your School Zone

School Zoning Maps
- Elementary School Zoning Map
- Middle School Zoning Map
- High School Zoning Map
STUDENT ASSIGNMENT

• Students in Kindergarten, Grade 6, and Grade 9 shall be assigned to their zoned school.

• Students in other grades will be assigned to their zoned school based on space availability.
• For example,
  ▪ Students new to the District
  ▪ Students with an address change

• If the zoned school does not have space availability, the student is assigned to another school in the transportation cluster that has space availability.
RESEARCH YOUR OPTIONS

Visit www.pcsb.org
DETERMINE WHAT YOU WANT

• What are you looking for in a school?
  • A specific program
  • After-school enrichment
  • Before/after school care
  • High level of parent involvement
  • Homework expectations
  • Transportation
Visit www.pcsb.org

Website links for each school

School grade and accountability information
Visit your neighborhood/ zoned school.

- Meet the principal and tour the school.
- Experience the climate and culture first-hand.
- Don't let the school grade be the deciding factor.
- Many schools have amazing things happening within their walls – don't let old perceptions discourage you.
• Research what your zoned school offers.

• DAP programs are not the only schools that have programs, career electives, and career academies.
MORE PROGRAMS THAN JUST DAP

• Research what your zoned school offers.

• District Application Programs are not the only schools that have career-based programs, career electives, and career academies.
Not all Career Academies are DAP Programs.

Learn more at: https://www.pcsb.org/ctae
For example, several high schools have engineering career academies/classes.

An SAR is an option to attend a non-DAP school and still get a program (like Engineering) of interest.
RESEARCH OTHER OPTIONS

• If your zoned school does not offer what you want, research other schools to find the right fit for your family.

• Follow the same steps- research online, visit the school, determine if it has what you want.
Enrollment option that allows families to apply to attend a non-zoned, non-DAP school.
• Allows families the option to apply for a non-zoned school based on space-availability.

• Does not apply to District Application Programs as there is a separate application process.

• Bus transportation is not provided for Special Assignment Requests. Parents must arrange to get their child to and from school safely and on time.
Per School Board Policy 5120.01, preferential treatment is given to:

- Dependent children of active-duty military personnel whose move resulted from military orders
- Students who have been relocated due to a foster care placement into another school zone
- Students who move to another school zone due to a court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent
FUNCTIONAL CAPACITY

- The number of spaces available at a given school based upon State and District guidelines for room usage, staffing model, and class size amendment rules and provisions listed in PCS School Board Policy.
- Population density, demographic patterns and planned residential property development;

- Permanent program capacity of school facilities, the Florida Inventory of School Houses (FISH), specifications, plans, elements, and commitments contained in the school district educational facilities plan and the long-term work programs and capital outlay plan;

- Placement of District Application Programs and schools;

- Programs located at the School (i.e., Exceptional Education Students (ESE), English for Speakers of Other Languages (ESOL), Pre-Kindergarten, Gifted, Science Labs, Technology/Computer Labs, Speech/Language, Occupational/Physical Therapy, Art/Music);

- Transportation patterns;

- Educational offerings;

- School staffing model, and

- Student Assignment guiding principles
• Schools where enrollment is **over 95% of their Functional Capacity** will be designated as **OVERCROWDED**.

• Schools where enrollment is **less than 95% of their Functional Capacity** will be designated as **HAVING AVAILABLE SEATS AT SOME GRADES**.
NOTES:

- Essentially no or very few (likely siblings) choice seats will be awarded at schools designated as Overcrowded.
Each Spring we analyze how many students are enrolled in a school for the upcoming Fall.

We look at each school's Functional Capacity and compare this to the total enrollment by grade.

The difference by comparison is what we consider "open" or "available" seats.
APPLYING FOR A SPECIAL ASSIGNMENT REQUEST

Initial Application Period: April 1 – 17, 2023
Late Application Period: April 25
IMPORTANT TO KNOW BEFORE APPLYING

• You must be currently enrolled or enrolled for the 2022-2023 school year to apply for a Special Assignment Request.

• Having a reservation is not the same as enrolling at a school.

• You must bring required documents to the school to complete enrollment.

• Once you are enrolled and have a parent account, you can apply for a Special Assignment Request.
APPLICATION PERIODS

Special Assignment Request

- Initial Application Period:
  - April 1 - 17, 2023

- Late Application Period:
  - April 25
• Apply using the Student Reservation System.

• Go to https://reservation.pcsb.org
• Use your parent account to log-in.

• To obtain a parent account, bring a valid photo ID to any nearby PCS school.
• Your child must be a current Pinellas County School (PCS) student or enrolled in a PCS school for the 2023-24 school year to apply.

• **NOTE:** If you are new to Pinellas County Schools, but enrolled for next school year, select the *currently attends* option.
<table>
<thead>
<tr>
<th>We recommend using a desktop, laptop or tablet to apply as cell phones may not show the full screen with all the necessary steps</th>
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</thead>
<tbody>
<tr>
<td><strong>District Application Program</strong> <em>(Magnet, Fundamental &amp; Career Academy Programs)</em></td>
</tr>
<tr>
<td>PreK1/VPK Application</td>
</tr>
<tr>
<td>2022/2023 CURRENT School Year Enrollment</td>
</tr>
<tr>
<td>2023/2024 NEXT School Year Enrollment</td>
</tr>
<tr>
<td>Change Of Residence Address</td>
</tr>
<tr>
<td>Change Phone or Email Address Only</td>
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<tr>
<td><strong>Special Assignment Request for the Next Year School Year 2023/2024</strong></td>
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<tr>
<td>Summer Bridge</td>
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<tr>
<td>Enrollment for Elementary, Middle, and High School Summer Bridge Programs</td>
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<tr>
<td>See <a href="https://www.pcsb.org/summerbridge">https://www.pcsb.org/summerbridge</a> for more information</td>
</tr>
</tbody>
</table>
Each box must be checked to move forward.

Acknowledges:

- Current or 2022-23 Enrolled Student
- Desire to apply for a different school
- Offers made if seat availability
- No transportation provided
DIRECTIONS AND INFORMATION

Welcome to the Pinellas County Schools Special Assignment Request!

Special Assignment Request allows you to apply for a change to your student's assigned school for the upcoming school year. This system will guide you step-by-step through the process of completing a Special Assignment Request application for your student for the school year 2022/2023.

Your student must already have an assigned school for the upcoming year to make a Special Assignment Request. You will be given the opportunity to request a single school at this time. Your child requires full-time Exceptional Student Education (ESE) program, only schools with these programs available will be offered for selection. You may not use this process to be assigned to a magnet program/school, fundamental school or an ESE center.

The Special Assignment Request initial application period will run Friday, April 1, 2022 – Friday, April 15, 2022. Late requests can be made after Tuesday, April 26, 2022 with all late requests going to the bottom of the list in the order in which they were made. Late request can be made through Friday, July 15, 2022. Parents will be notified by phone call stating either their child/children has been assigned to the requested school or their child/children will remain on the Special Assignment Request waitlist which will be reviewed again in mid-June and mid-July. Phone calls will be made for the initial round prior to the end of the current school year on Thursday, May 26, 2022.

Any Special Assignment Requests granted for the 2022/2023 school year prior to the first day of school Wednesday, August 11, 2022. Assignments will be made based on seat availability. Please note that transportation is not provided for non-zoned school selections. If your child is issued an assignment, you will be required to visit the newly assigned school to provide required documents. Please call the assigned school for more information.

Special Assignment Request is for...

- Students who currently have an assigned school for the upcoming school year and wish to change that assignment to a different school.
- Students who currently are attending school on a Special Assignment Request (SAR) and wish to apply for a different SAR school.

It is NOT for...

- Students who currently are attending a school on a special assignment request (SAR) and are not 5th or 8th graders and wish to attend the same school next year. These students do not need to reapply and will automatically be assigned to the same school for next year. No further action is necessary.
- Students who wish to change to a Magnet, Fundamental school, or ESE Center.

You will need to provide the following information:

- Your residential address
- Student ID (found on the report card)
  - OR —
- First and last name of your student
- Date of birth of your student

- Read carefully.
- States important dates and information about Special Assignment Requests.
- Defines Special Assignment Requests.
All applications must be completed accurately and honestly. Any student assigned to a school using false information may be withdrawn immediately and without appeal. The student would then be assigned to a school with space availability.

By selecting the "I Agree" button you are agreeing to the above provisions. If your Special Assignment Request is granted, you understand that you will surrender your child’s next year assigned school.
Enter Student Information

- Enter either Student ID # (found on report card)

  or

- Name and Date of Birth as it appears on the birth certificate.
• Confirm that student information is correct.
• Select the box.
• Click **Continue**.
• Select the priority request you wish to claim.

• NOTE: You may be asked to provide documentation to verify your claims.
Select the school.

- You can select **only 1** school.

- Very few seats will be granted at these schools.

- **NOTE:** All schools at capacity will be listed in **red**.
If you have a child already attending your selected school, enter the Student ID #.

If you have multiple siblings, enter names here.

**NOTE:** Separate applications are needed for each child.
Review your selection and student information.

If correct, click **Submit**.
ADD CONTACT INFORMATION

Please include email and/or phone number.

This is how we will contact you to inform you of your SAR status.

Click Finish.
• Screenshot of a successfully completed application
CONFIRMATION EMAIL

Fri 3/25/2022 4:50 PM
Pinellas County Schools <donotreply@pcsb.org>
Pinellas County Schools Special Assignment Request
To Truskowski Ellen

Student Name: ____________________________

A Special Assignment Request application # 31252164914872 has been made for Topanga Abendroth at the following school:

Requested School: Belcher Elementary School
2223 Lancaster Dr.
CLEARWATER, FL 33764-6001
Tel: (727) 538-7457
Fax: (727) 538-7255

Your Zoned School: Ponce de Leon Elementary School
Your Current Next Year Assigned School: Ponce de Leon Elementary School

All families who complete a Special Assignment Request will be notified of the status of their request by telephone. Requests will be evaluated multiple times, with the FIRST Spring Notification Cals being sent prior to the end of the current school year on Thursday, May 26, 2022. You will be notified in this call that we either WERE able to grant you have been placed on a wait list.

Parents who WERE granted their request must visit their newly assigned school to complete the assignment process. Contact the school first to confirm you are bringing the necessary documentation. Parents who were NOT granted their request during the Spring Notification will remain in the system on a waiting list for their requested school. If space becomes available to accommodate additional requests.

Please note that transportation is not provided for non-zoned school selections, including full time ESA students.

The email you provided to us is: truskowski@pcsb.org
The phone number you specified to call is: 727-538-6230.

If you have any questions, please call the Student Assignment Center at: (727) 538-6210.

Thank You,
CITED POLICIES/ PROCEDURES

- PCS School Board Policy 5120
- PCS School Board Policy 5120.01
- PCS School Board approved Student Assignment Procedures
STUDENT ASSIGNMENT OFFICE

- Hours: 8 AM – 4:30 PM Mondays- Fridays
- Phone: 727.588.6210
- Email: StudentAssignment@pcsb.org
- Website: www.pcsb.org/registration
- Address: 301 4th Street SW, Largo, FL 33770
ANY QUESTIONS