



# How to Apply for a Special Assignment Request

Student Assignment Office

727.588.6210 / [StudentAssignment@pcsb.org](mailto:StudentAssignment@pcsb.org)


[www.pcsb.org/registration](http://www.pcsb.org/registration)


# Special Assignment Request

- Allows families the option to apply for a non-zoned school based on space-availability.
- Does not apply to District Application Programs
- Bus transportation is not provided for Special Assignment Requests and
  - Parents must arrange to get their child to and from school safely and on time.



# SAR Preferential Treatment:

- 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.
- 



# Special Assignment Request Application Periods

Initial SAR Application Period:

- April 1 - 15, 2021

Late Application Period:

- April 27 – June 30, 2021





# Before the SAR Application Period Opens:

- Enroll (not just make a reservation) in a Pinellas County public school
- Get a Parent Account (Username/ Password)
- Research non-DAP (District Application Program) schools to determine a non-zoned school you would like to attend.



Are you  
enrolled/registered?

Did you (or Student Assignment) make a reservation for your child at your zoned school or did you apply for and accept a seat in a District Application Program?

Did you bring the required documents to the school and enroll?

*If you can't answer yes to both questions, you are not enrolled.*

# If you are not enrolled:

Call Student Assignment at 727-588-6210 to make a reservation at your zoned school.

- To determine your zoned school, go to [www.pcsb.org/zone](http://www.pcsb.org/zone)

Bring the required documentation to the school and enroll.

- Find a list of required documentation at <https://www.pcsb.org/Page/2862>

# Documents Required to Enroll

**Birth certificate or other proof of identity/age:**

Students must be 5 years old on or before Sept. 1 to attend kindergarten. Students must be 6 years old on or before Sept. 1 and have completed kindergarten to attend grade 1. All students new to Pinellas County Schools must present proof of identity/age. For other items that may be accepted as legal evidence of birth, call your child's assigned school.

**Proof of residency:**

Present two of the following items: utility bill for power, water, cable, sewer or land based telephone (not cellular); rental agreement or lease; closing document; Pinellas County tax statement with homestead exemption. The items must be recent and contain the name of the parent/guardian and service address on them.

If you do not have two of these items in the name of the parent or guardian, you must complete an [Affidavit of Residency](#). It must be completed, notarized on both sides and submitted with two of the items listed in the name of the person with whom you reside and who is listed on the affidavit.

**Child's Social Security number:**

School system personnel are required to ask for this, but students are not required to have them.

**Child's most recent report card:**

This is for students entering grades 1-12. If available, the report card should include the school's address and phone number.

**Florida Certificate of Immunization:**

All new students entering school in Florida for the first time must have a completed Florida Certificate of Immunization (DOH 680) appropriate for their grade level.

**Physical examination certificate:**

All new students entering school in Florida for the first time must have a school health examination certificate signed by a licensed examiner (certificate must have been issued within 12 months prior to enrollment/registration).

**A recent Individual Education Plan (IEP):**

If the student participates in exceptional student education, he or she must have an IEP





# Get a Parent Account

- If you applied for a District Application Program (DAP), it is the same username/ password.
- When you enroll your student, the DMT should issue you a parent account.
- If you do not have one, bring a photo id to any Pinellas County public school or the Student Assignment Office.





# Step-by-Step Directions

How to Apply for a Special Assignment Request





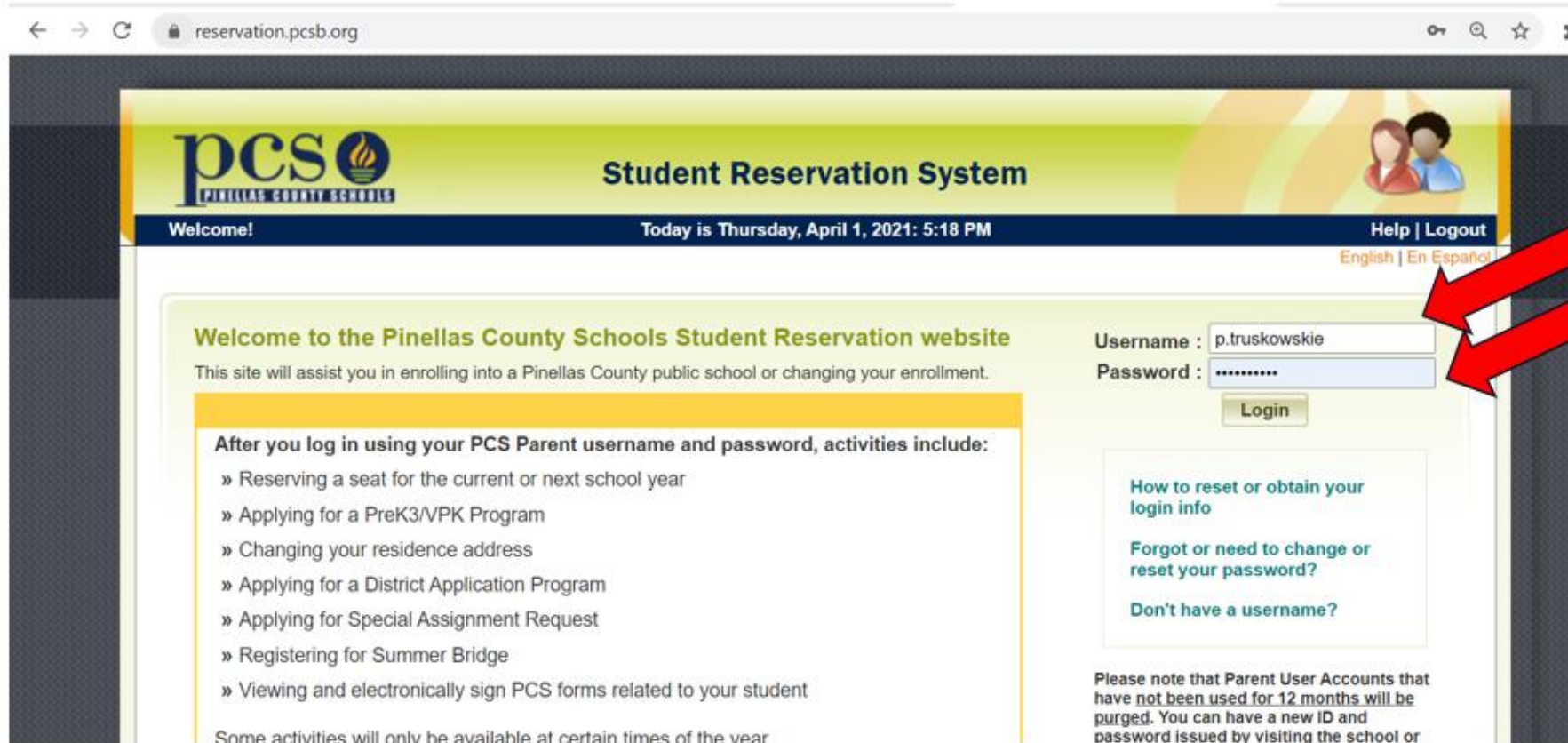
Go to

<https://reservation.pcsb.org>

For the best results use Chrome or Firefox Browsers



# Enter Your Parent Account Information



reservation.pcsb.org

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**Student Reservation System**

Welcome! Today is Thursday, April 1, 2021: 5:18 PM Help | Logout  
English | En Español

**Welcome to the Pinellas County Schools Student Reservation website**  
This site will assist you in enrolling into a Pinellas County public school or changing your enrollment.

**After you log in using your PCS Parent username and password, activities include:**

- » Reserving a seat for the current or next school year
- » Applying for a PreK3/VPK Program
- » Changing your residence address
- » Applying for a District Application Program
- » Applying for Special Assignment Request
- » Registering for Summer Bridge
- » Viewing and electronically sign PCS forms related to your student

Some activities will only be available at certain times of the year

Username : p.truskowskie  
Password : .....  
Login

[How to reset or obtain your login info](#)  
[Forgot or need to change or reset your password?](#)  
[Don't have a username?](#)

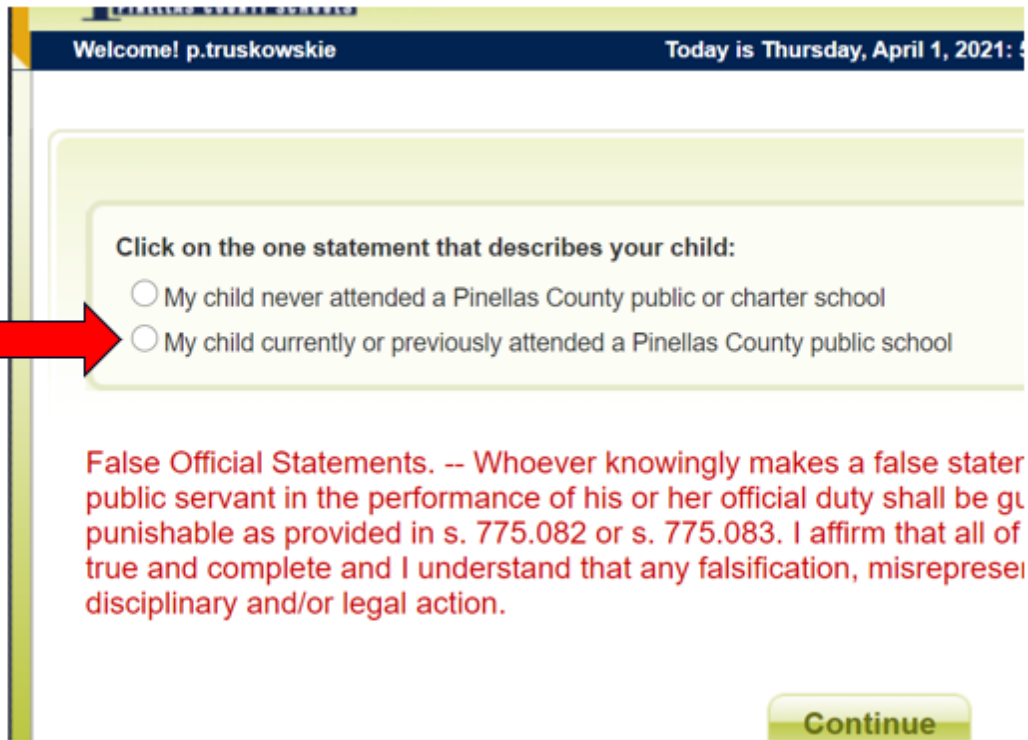
Please note that Parent User Accounts that have not been used for 12 months will be purged. You can have a new ID and password issued by visiting the school or

## **Important to Note:**

As long as you are enrolled for 2020-21  
or 2021-22, you are considered  
currently attending a Pinellas County  
public school.

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# Select “My child currently or previously attended a Pinellas County public school.”



Welcome! p.truskowskie Today is Thursday, April 1, 2021: 4

Click on the one statement that describes your child:

- ☐ My child never attended a Pinellas County public or charter school
- ☒ My child currently or previously attended a Pinellas County public school

False Official Statements. -- Whoever knowingly makes a false statement or official statement in the performance of his or her official duty shall be guilty of a crime punishable as provided in s. 775.082 or s. 775.083. I affirm that all of the information provided is true and complete and I understand that any falsification, misrepresentation, or omission is punishable by disciplinary and/or legal action.

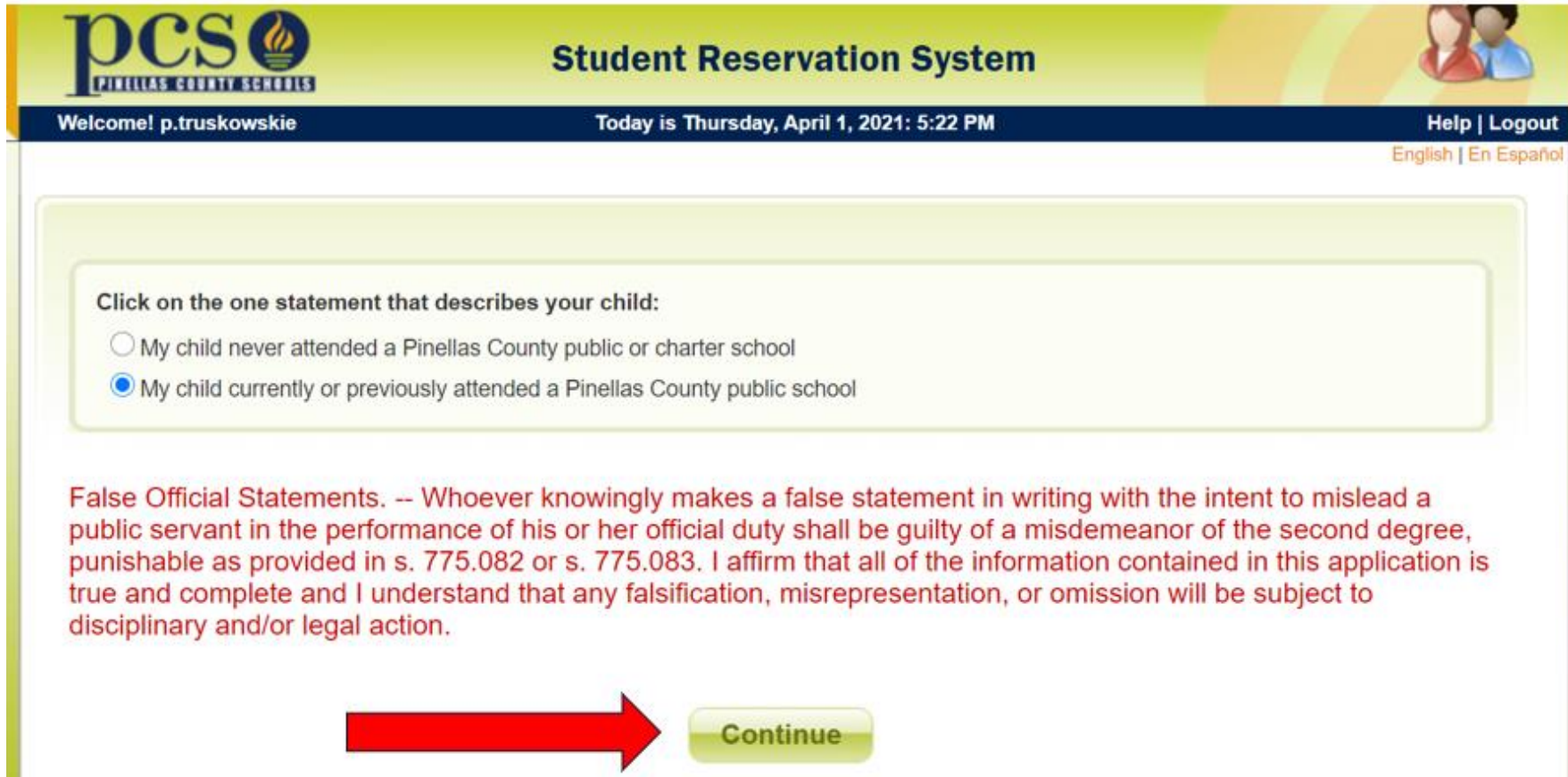
Continue

Important for 2021-2022 KG Parents:

If you are enrolled for next year, you need to click the “currently or previously attended” *(even though it says currently attending it means that you are currently enrolled)*.



# Click Continue.



The screenshot shows the 'Student Reservation System' interface for Pinellas County Schools. The header includes the PCS logo, the system name, and a user welcome message. Below the header, there is a section for selecting a statement about the child's attendance. The second option is selected. A red arrow points to the 'Continue' button at the bottom of the form.

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## Student Reservation System

Welcome! p.truskowskie Today is Thursday, April 1, 2021: 5:22 PM Help | Logout  
English | En Español

Click on the one statement that describes your child:

- ☐ My child never attended a Pinellas County public or charter school
- ☒ My child currently or previously attended a Pinellas County public school

False Official Statements. -- Whoever knowingly makes a false statement in writing with the intent to mislead a 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](#)



# Find and Click the “Special Assignment Request for the School Year 2021-2022” tab

- Hint: Look near the bottom of the page.

Welcomes p.truskowski Today is Thursday, April 1, 2021: 5:38 PM Help | Logout  
English | En Español

### Current PCS Student

Click on the Enrollment Option that interests you.

We recommend using a desktop, laptop or tablet to apply as cell phones may not show the full screen with all the necessary steps

- District Application Program (Magnet, Fundamental & Career Academy Programs)
- PreK3/VPK Application
- 2020/2021 CURRENT School Year Enrollment
- 2021/2022 NEXT School Year Enrollment
- PCS Forms
- Change Of Residence Address
- Change Phone or Email Address Only
- Special Assignment Request for the School Year 2021/2022**



# Read and Check the Boxes.

## Special Assignment Request for the School Year 2021/2022

### NOTE:

If you already have a special assignment request (SAR) for the school you are attending this year,

**YOU DO NOT NEED TO APPLY AGAIN FOR NEXT YEAR**

You will be automatically assigned to the same SAR school if your child is not a 5th or 8th grader.

To opt out of your current SAR, call the Student Assignment Office at (727)588-6210. To request a different school, continue below.

All boxes must be checked for this option to be available to you.

- ☐ My child currently attends a Pinellas County public school or has completed KG enrollment for the school year 2021/2022
- ☐ I would like to apply for enrollment to a different school through the Special Assignment Request process.
- ☐ I understand Special Assignment Requests are assigned based on seat availability and a seat may not be available for me.
- ☐ I understand that I will be responsible for transporting my child to school should I receive an assignment to the non-zoned school.

[Click here once you have checked all the boxes in this Enrollment Option](#)

# Click the Button after Checking the Boxes.

## Special Assignment Request for the School Year 2021/2022

### NOTE:

If you already have a special assignment request (SAR) for the school you are attending this year,


**YOU DO NOT NEED TO APPLY AGAIN FOR NEXT YEAR**

You will be automatically assigned to the same SAR school if your child is not a 5th or 8th grader.


To opt out of your current SAR, call the Student Assignment Office at (727)588-6210. To request a different school, continue below.

All boxes must be checked for this option to be available to you.

- ☒ My child currently attends a Pinellas County public school or has completed KG enrollment for the school year 2021/2022
- ☒ I would like to apply for enrollment to a different school through the Special Assignment Request process.
- ☒ I understand Special Assignment Requests are assigned based on seat availability and a seat may not be available for me.
- ☒ I understand that I will be responsible for transporting my child to school should I receive an assignment to the non-zoned school.



[Click here once you have checked all the boxes in this Enrollment Option](#)



Read About  
SARs and  
Click the  
“I Agree”  
Button

## 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 2021/2022.

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. If 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 Thursday, April 1, 2021 - Thursday, April 15, 2021. Late requests can be made after Monday, April 26, 2021 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 Monday, July 12, 2021. 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 Wednesday, June 9, 2021.

ANY Special Assignment Requests granted for the 2021/2022 school year will be made prior to the first day of school Wednesday, August 11, 2021. 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 a 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

**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 current assigned school.**

Cancel

I Agree

Enter either the  
First/Last Name  
as it Appears on  
the Birth  
Certificate  
or  
the Student ID #.  
Click Continue.

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## Special Assignment Request

Welcome! p.truskowskie Today is Thursday, April 1, 2021: 6:01 PM Help | Logout  
English | En Español

Enter your student's details here:

Legal First Name:  \*

Middle Initial:

Legal Last Name:  \*

Date of Birth:  Select  Select  Select \*

*Or Search By*

Student ID #:

The 10 digit Student ID can be found on your child's report card.

Back Continue

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Click  
Continue

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## Special Assignment Request

Welcome! p.truskowskie Today is Thursday, April 1, 2021: 6:01 PM Help | Logout  
English | En Español

Enter your student's details here:

Legal First Name:  \*

Middle Initial:

Legal Last Name:  \*

Date of Birth:    \*

*Or Search By*

Student ID #:

The 10 digit Student ID can be found on your child's report card.

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Select Your  
Child's Name  
and Click  
Continue

The screenshot shows the 'Special Assignment Request' page for the Pinellas County Schools Office (PCSO). The header includes the PCSO logo, the title 'Special Assignment Request', and a user welcome message 'Welcome! p.truskowskie'. The date and time are 'Today is Thursday, April 1, 2021: 6:22 PM'. There are links for 'Help | Logout' and language options 'English | En Español'.

The main content area is titled 'Please select your student:'. It contains a table with the following columns: 'Select', 'Student ID', 'First Name', 'Middle Name', 'Last Name', 'Date of Birth', and 'Parent/Guardian'. A red arrow points to the checkbox in the 'Select' column of the first row.

Select	Student ID	First Name	Middle Name	Last Name	Date of Birth	Parent/Guardian
<input type="checkbox"/>	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED] 09	[REDACTED]

Below the table, there is a message: 'Please select your student by clicking on the checkbox and click >>Continue<<. If you do not see your student in the list, click >>Back<< and search again.'

At the bottom of the form, there are two buttons: 'Back' and 'Continue'. A red arrow points to the 'Continue' button.

The footer contains 'Terms of use | Privacy Policy' and 'Copyright © 2015, PCS. All Rights Reserved.'

Select Which (if Any) Priorities You Wish to Claim and Click Continue

The screenshot shows the 'Special Assignment Request' page for PCS (Pinal County Schools). The header includes the PCS logo, the title 'Special Assignment Request', and a user welcome message 'Welcome! p.truskowskie'. The date and time are 'Today is Thursday, April 1, 2021: 6:23 PM'. The student information is 'Student Name [redacted] Gr 06'. The page is in 'English | En Español'. The main section is titled 'Priority Request' and contains the question: 'If you need to request a priority, which of the following situation pertains to your priority request?'. There are three radio button options: 1. Active Duty Military whose orders caused a change in schools, 2. Student with a school zone change due to change in foster care placement, and 3. Students with a school zone change due to a court-ordered change in custody. Below these options is the text 'If none, please continue'. At the bottom are 'Back' and 'Continue' buttons. Red arrows point to each of the three radio button options and to the 'Continue' button. The footer contains 'Terms of use | Privacy Policy' and 'Copyright © 2015, PCS. All Rights Reserved'.

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PINAL COUNTY SCHOOLS

## Special Assignment Request

Welcome! p.truskowskie Today is Thursday, April 1, 2021: 6:23 PM Help | Logout

Student Name [redacted] Gr 06 English | En Español

### Priority Request

If you need to request a priority, which of the following situation pertains to your priority request?

- ☐ 1. Active Duty Military whose orders caused a change in schools.
- ☐ 2. Student with a school zone change due to change in foster care placement.
- ☐ 3. Students with a school zone change due to a court-ordered change in custody.

If none, please continue

[Back](#) [Continue](#)

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If No Siblings,  
Use Drop-down  
Menu to Select  
School and Click  
Continue.

Please Select Your Desired School

Student Name: [REDACTED] Your Zoned School: Pinellas Park Middle School  
KENNETH CITY FL 33709 Your Current Next Year Assigned School: Pinellas Park Middle School

The schools listed below are the only schools being offered for your child's special needs.

**Note:** Schools flagged as "Schools Filled to Capacity" in the below dropdown list indicates the school is near it's capacity. The possibility of having a Special Assignment Request granted for a "Schools Filled to Capacity" school is limited. You will most likely receive placement on a wait list if you proceed with a request for a school filled to capacity.

\* Special Assignment Requested School  
Osceola Middle School

If you have another child already assigned for next year to your requested school, please enter their PCS student ID # found on report cards or the Focus web site (\* see below) here:

Although there is no guarantee, siblings will have priority if space is available.

**Applying for more than one sibling to receive a new Special Assignment Request**

If the student you are applying for here has sibling(s) that you will also be applying for a special attendance request you will need to apply separately for them when you finish this application.

For siblings applying for the same school, we will attempt to place your student and their siblings together if possible; however we may contact you if this is not possible because there are fewer seats available than your family is applying for.

In order to do this, please identify this student's sibling(s) that you will also be applying for at the same school. This will allow us to associate your applicants with your family.

Remember, identifying the siblings here is not applying for a special assignment request for the sibling; you must apply for the siblings separately. After completing this application, sign in again and apply for the sibling.

**To Identify Siblings Who Will Also Be Applying to the Same School**  
Enter the sibling's Pinellas county schools student ID number and click the FIND button.

\* The student ID # can be found on your child's report card. Or, it can also be found on the FOCUS web site: after sign on click on MY CHILD, then CHILD INFO. Look for Local Student ID under your child's picture.

Verify the siblings name and birth date when it appears below. To remove a sibling click the red X.

Note: Transportation is not provided for non-zoned school selections, including full time ESE students.

Cancel

Continue



If there are Siblings:

Use the Drop Down Menu  
to Select the School.

Enter Sibling Student ID#s.

Click Continue.

Please Select Your Desired School

Student Name: [REDACTED]  
KENNETH CITY FL 33709

Your Zoned School:  
Pinellas Park Middle School

Your Current Next Year Assigned School:  
Pinellas Park Middle School

The schools listed below are the only schools being offered for your child's special needs.

**Note:** Schools flagged as "Schools Filled to Capacity" in the below dropdown list indicates the school is near it's capacity. The possibility of having a Special Assignment Request granted for a "Schools Filled to Capacity" school is limited. You will most likely receive placement on a wait list if you proceed with a request for a school filled to capacity.

\* Special Assignment Requested School  
[Dropdown Menu]

If you have another child already assigned for next year to your requested school, please enter their PCS student ID # found on report cards.  
Focus web site (\* see below) here: [Input Field] [Find]

Although there is no guarantee, siblings will have priority if space is available.

**Applying for more than one sibling to receive a new Special Assignment Request**

If the student you are applying for here has sibling(s) that you will also be applying for a special attendance request you will need to apply separately for them when you finish this application.

For siblings applying for the same school, we will attempt to place your student and their siblings together if possible; however we may contact you if this is not possible because there are fewer seats available than your family is applying for.

In order to do this, please identify this student's sibling(s) that you will also be applying for at the same school. This will allow us to associate your applicants with your family.

Remember, identifying the siblings here is not applying for a special assignment request for the sibling; you must apply for the siblings separately. After completing this application, sign in again and apply for the sibling.

**To Identify Siblings Who Will Also Be Applying to the Same School**  
Enter the sibling's Pinellas county schools student ID number and click the FIND button.

\* The student ID # can be found on your child's report card. If you cannot find the student ID # on the FOCUS web site, after sign on click on MY CHILD INFO. Look for Local Student ID under your child's information.

Verify the siblings name and birth date appears below. To remove a sibling click the red X.  
[Input Field] [Find]

Note: Transportation is not provided for non-zoned school selections, including full time ESE students.

Cancel Continue

- If you have another child already attending the requested school, make sure to add the sibling student ID#. Click Find.

- If applying for more than one sibling enter the sibling's student ID#. Click Find.

- Click Continue.

Review Your  
Selection.  
Click Submit

The screenshot shows the PCSO Special Assignment Request web form. At the top, the PCSO logo is on the left, and the title "Special Assignment Request" is in the center. A navigation bar below the header contains the user's name "Welcome! p.bryskowakie", the date and time "Today is Thursday, April 1, 2021: 6:26 PM", and links for "Help | Logout". Below the navigation bar, the student's name is redacted, and "Gr: 06" is displayed. On the right, there are links for "English | En Español". The main content area is titled "Please Review Your Request" and contains a form with the following fields: "Student Name" (redacted), "Your Zoned School" (Pinellas Park Middle School), "Your Current Next Year Assigned School" (Pinellas Park Middle School), "Osceola Middle School" (with address, phone, and fax), and "Priority Request(s)" (Active Duty Military). A red arrow points to the "Submit" button at the bottom right. A note at the bottom states: "Note: Transportation is not provided for non-zoned school selections, including full time ESE students." The footer contains "Terms of use | Privacy Policy" and "Copyright © 2015, PCS. All Rights Reserved."

pcso  
PINELLAS COUNTY SCHOOLS

Special Assignment Request

Welcome! p.bryskowakie Today is Thursday, April 1, 2021: 6:26 PM Help | Logout

Student Name: [Redacted] Gr: 06 English | En Español

Please Review Your Request

Student Name: [Redacted] KENNETH CITY FL 33709

Your Zoned School: Pinellas Park Middle School

Your Current Next Year Assigned School: Pinellas Park Middle School

Osceola Middle School  
9301 98th ST N  
SEMINOLE, FL 33777-2302  
Tel: (727) 547-7889  
Fax: (727) 547-7887  
[Show Map](#)

Priority Request(s):  
Active Duty Military

Note: Transportation is not provided for non-zoned school selections, including full time ESE students.

Cancel Submit


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Enter Email for  
Confirmation  
and Phone  
Number to  
Contact with  
Results.

Welcome! p.truskowskie Today is Thursday, April 1, 2021: 6:28 PM Help | Logout  
Student Name [REDACTED] Gr: 06 English | En Español

You now have applied for a change to your students assigned school.

Your Special Assignment Request number is:  
**4121182828942**

Please print your request information,  
confirmation may need to be produced by parents  [Print](#)

To receive a confirmation of your request -

By Email:  
Enter a valid email address:

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 Calls being sent prior to the end of the current school year on **Wednesday, June 9, 2021**. You will be notified in this call that we either WERE able to grant your request and assign your child to the requested school OR we were NOT YET able to assign them and they 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. The Student Assignment Department will continue to review requests periodically over the summer to see if space becomes available to accommodate additional requests.

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

**Important:** Please enter your home phone number or cell phone number. The results of your application will be sent to this number.

-  -  ☐ Check here if no phone \*

[Back](#) [Finish](#)

Confirmation  
Email- Save  
for Your  
Records

## Pinellas County Schools Special Assignment Request



Pinellas County Schools <donotreply@pcsb.org>

To Truskowski Ellen

**Requested School:**

Osceola Middle School

[9301 98th ST N](#)

[SEMINOLE, FL 33777-2302](#)

Tel: (727) 547-7689

Fax: (727) 547-7667

-----  
**Your Zoned School:** Pinellas Park Middle School

**Your Current Next Year Assigned School:** Pinellas Park Middle School

**Priority Request(s):**

Active Duty Military

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 Calls being notified in this call that we either WERE able to grant your request and assign your child to the requested school OR we were NOT YET able to assign them and they 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. Parent system on a waiting list for their requested school. The Student Assignment Department will continue to review requests periodically over the summer to see if space becomes available to accommodate additional requests.

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

The email you provided to us is: [truskowskie@pcsb.org](mailto:truskowskie@pcsb.org)

The phone number you specified to call is: 727-588-6210.



**Pinellas County Schools** Pinellas County Schools Special Assignment Request



For more  
information:

## Student Assignment Office

- 8 AM – 4:30 PM Mondays- Fridays
- [StudentAssignment@pcsb.org](mailto:StudentAssignment@pcsb.org)
- [DAP@pcsb.org](mailto:DAP@pcsb.org)
- 727.588.6210

[www.pcsb.org/registration](http://www.pcsb.org/registration)