



**EXPLORE YOUR OPTIONS:**

**SPECIAL ASSIGNMENT  
REQUESTS - Q&A**

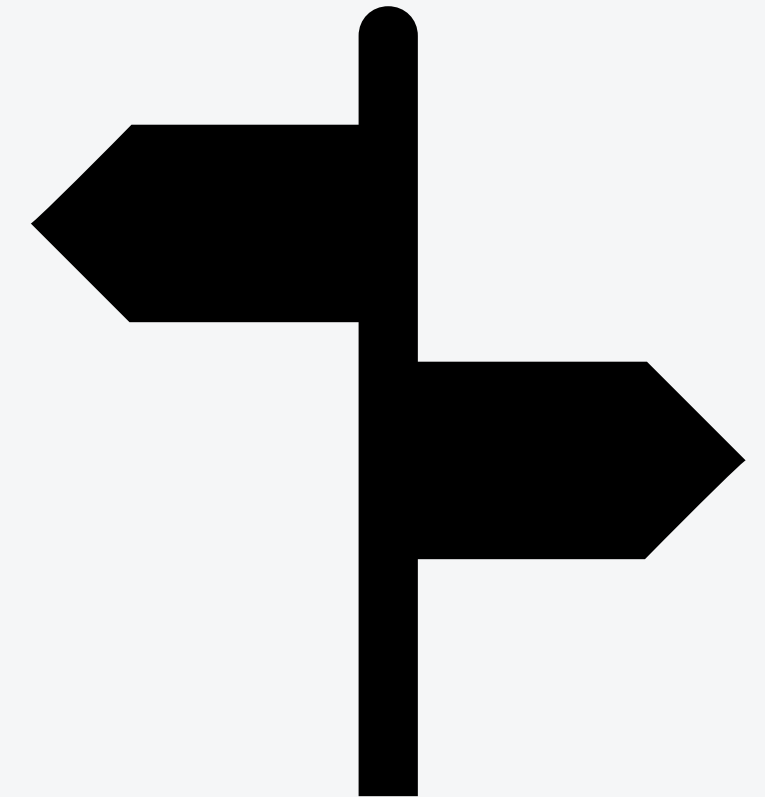
**RESCHEDULED**

**FACEBOOK LIVE • MARCH 31 • 5:30 P.M.**



# 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



# 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.

# NEIGHBORHOOD/ ZONED SCHOOL

- The district is divided into grids used to create school zones.
- 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](http://www.pcsb.org/zone)



# ZONED SCHOOL LOCATOR



## SCHOOL ZONES

### House Number

Enter your house number. No special or alphabetic characters.

### Street Name

Enter up to five characters of your street name only.  
Example: Enter Centr for Central Ave.

Click **Search** and select your address from the list.  
Click **Reset** to start over.

Search

Reset

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301 4th St. SW  
Largo, FL 33770  
(727) 588-6000  
[webmaster@pcsb.org](mailto:webmaster@pcsb.org)



## SCHOOL ZONES

No school assignment or reservation is either expressed or implied. This is simply a tool to lookup what school zones your address falls within.

Residence Address:	301 14TH ST NW LARGO, FL 33770
Elementary School:	<a href="#">Mildred Helms Elementary School</a> 
Elementary School Address:	561 CLEARWATER LARGO RD S, Largo, FL 33770-3240
Middle School:	<a href="#">Largo Middle School</a> 
Middle School Address:	155 8th AVE SE, LARGO, FL 33771-2147
High School:	<a href="#">Largo High School</a> 
High School Address:	410 N MISSOURI AVE, LARGO, FL 33770-1562



By Clicking on the school name link, you will be redirected to MapQuest for a visual location of the school.

Click **Reset** to start over.

Reset

# INTERACTIVE SCHOOL ZONE MAP

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

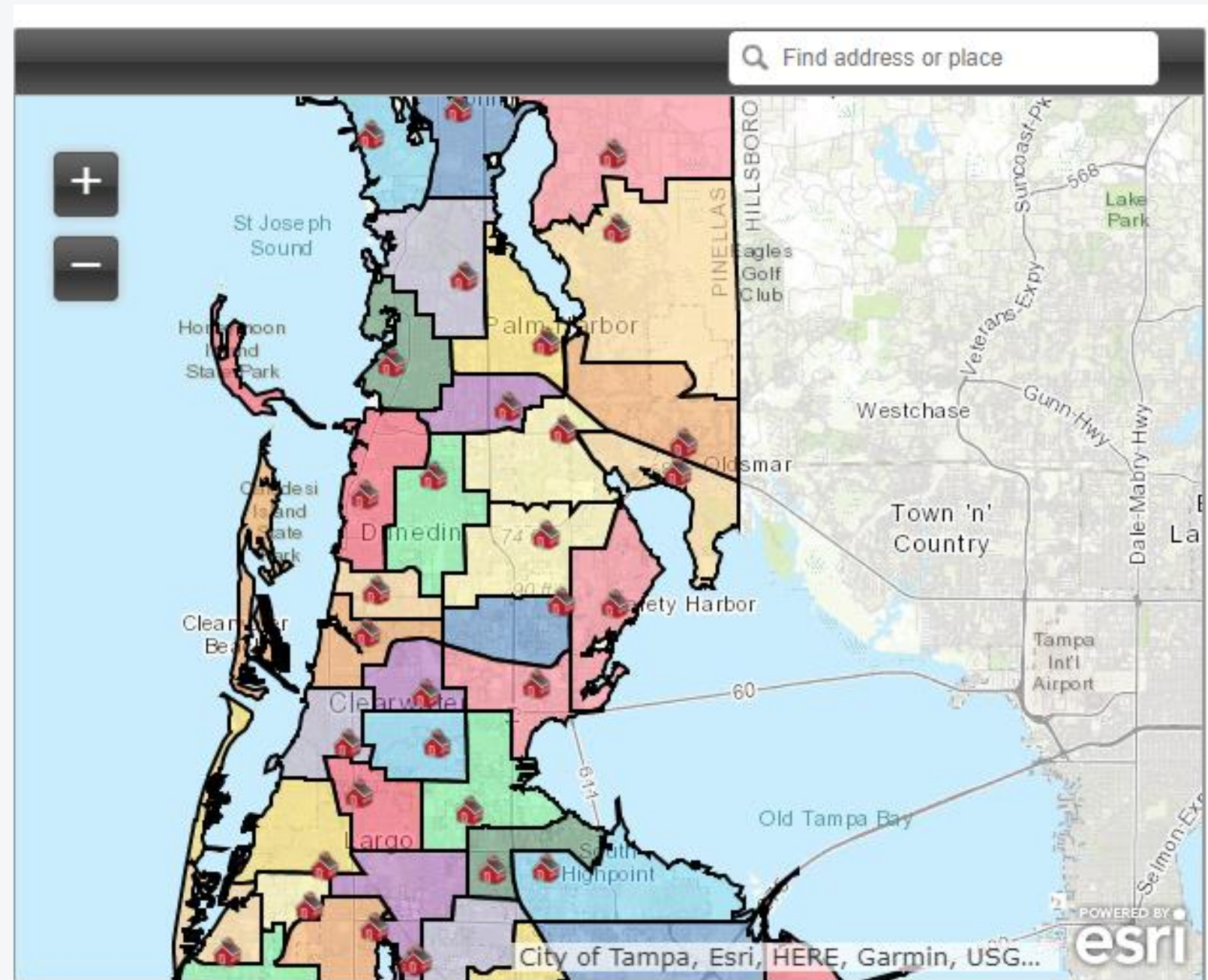
## Find Your Neighborhood School

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](#)



# RESEARCH YOUR OPTIONS

Visit [www.pcsb.org](http://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

# LEARN ABOUT OUR SCHOOLS

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

OUR SCHOOLS...					
TRANSLATE LOGIN SEARCH...					
ELEMENTARY	MIDDLE	HIGH	EDUCATIONAL ALTERNATIVE SERVICES	EXCEPTIONAL CENTERS	CAREER TECHNICAL & ADULT EDUCATION
Anona Elementary	Fairmount Park Elementary		Marjorie Kinnan Rawlings Elementary	Ridgecrest Elementary School and the Center for Gifted Studies	
Azalea Elementary	Forest Lakes Elementary		Maximo Elementary	Safety Harbor Elementary	
Bardmoor Elementary	Frontier Elementary		McMullen-Booth Elementary	San Jose Elementary	
Bauder Elementary	Fuguitt Elementary School		Melrose Elementary	Sandy Lane Elementary School	
Bay Point Elementary Magnet	Garrison-Jones Elementary		Midtown Academy	Sawgrass Lake Elementary School	
Bay Vista Fundamental	Gulf Beaches Elementary Magnet School		Mildred Helms Elementary	Seminole Elementary	
Bear Creek Elementary	Gulfport Montessori Elementary		Mount Vernon Elementary	Seventy-Fourth St. Elementary	
Belcher Elementary	High Point Elementary		New Heights Elementary	Shore Acres Elementary	
Belleair Elementary	Highland Lakes Elementary		North Shore Elementary	Skycrest Elementary School	
Blanton Elementary	James B. Sanderlin K-8		Northwest Elementary	Skyview Elementary	
Brooker Creek Elementary	John M. Sexton Elementary		Oakhurst Elementary	Southern Oak Elementary	
Campbell Park Elementary	Kings Highway Elementary Magnet School		Oldsmar Elementary	Starkey Elementary	
Cross Bayou Elementary	Lake St. George Elementary		Orange Grove Elementary	Sunset Hills Elementary	
Curlew Creek Elementary	Lakeview Fundamental		Ozona Elementary	Sutherland Elementary	
Curtis Fundamental Elementary	Lakewood Elementary		Pasadena Fundamental	Tarpon Springs Elementary	
Cypress Woods Elementary	Lakewood Elementary		Perkins Elementary	Tarpon Springs Fundamental	
Douglas L. Jamerson, Jr. Elementary	Lealman Avenue Elementary		Pinellas Central Elementary	Walsingham Elementary School	
Dunedin Elementary	Leila G. Davis Elementary		Pinellas Park Elementary	Westgate Elementary	
Eisenhower Elementary	Lynch Elementary School		Plumb Elementary	Woodlawn Elementary	
Elisa Nelson Elementary	Madeira Beach Fundamental K-8		Ponce de Leon Elementary		

✕ CLOSE

Website links for each school

## Assessment, Accountability and Research

### About AAR

#### + District Bylaws and Board Policy

### Assessment

#### - Accountability

#### School Grades Interactive

#### School Grades Reports

#### Graduation Rates Interactive

#### Graduation Rate Reports

#### Suspension Reports

#### Membership Demographics

#### + Research and Evaluation

### School Improvement and Behavior Plans

#### + Archives

### AAR Staff

### Strategic Planning and Policy

## School Grades Interactive

### Anona Elementary

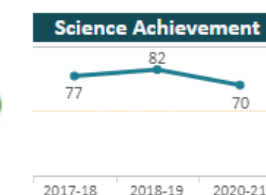
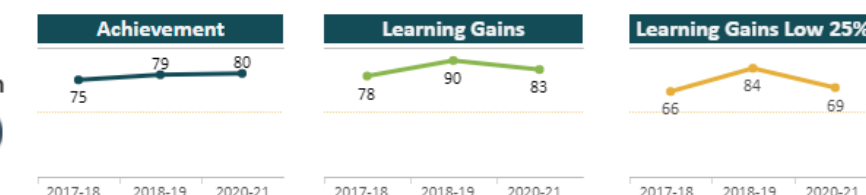
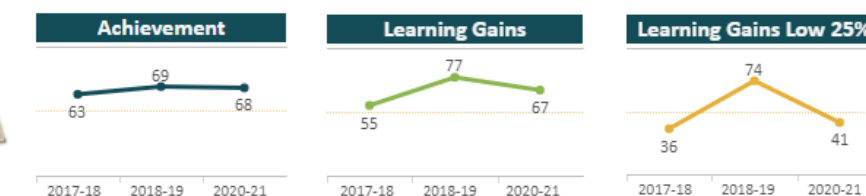


Select School  
ANONA ELEMENTARY SCHOOL

### School Grade (Percent of Total Possible Points)

2017-18 2018-19 2020-21  
A (64) A (79) A (68)

\* Pursuant to FDOE Emergency Order No. 2021-EO-02, only schools for which an opt in request was submitted by the school district superintendent or charter school governing board have a letter grade assigned for the 2020-21 school year. More information can be found at <https://www.fdoe.org/core/fileparse.php/19861/urlt/2021-EO-02.pdf>  
\* No School Grades issued for 2019-20 school year due to Covid-19 quarantine



### Social Studies Achievement

2017-18 2018-19 2020-21

### Middle School Acceleration

### College & Career Acceleration

### Graduation Rate

School grade and accountability information

# VISIT YOUR ZONED SCHOOL

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.

# VISIT YOUR ZONED SCHOOL

- Research what your zoned school offers.
- DAP programs are not the only schools that have programs, career electives, and career academies.



# CAREER & TECHNICAL EDUCATION



**2020-2021**  
**CAREER  
TECHNICAL  
EDUCATION**  
MIDDLE SCHOOL PROGRAMS  
**pcs**   
PINELLAS COUNTY SCHOOLS



**2020-2021**  
**CAREER  
TECHNICAL  
EDUCATION**  
HIGH SCHOOL PROGRAMS  
**pcs**   
PINELLAS COUNTY SCHOOLS

- Not all Career Academies are DAP Programs.
- Learn more at:  
<https://www.pcsb.org/ctae>

# ENGINEERING & TECHNOLOGY

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.

[illegible]

# 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.

# **SPECIAL ASSIGNMENT REQUESTS**

Enrollment option that allows families to apply to attend a non-zoned, non-DAP school.



# 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 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.

# PREFERENTIAL TREATMENT

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.

# FUNCTIONAL CAPACITY PROVISIONS

- 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



# CAPACITY DESIGNATIONS

- 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**.

# OVERCROWDED DESIGNATION

## NOTE:

- Essentially no or very few (likely siblings) choice seats will be awarded at schools designated as Overcrowded.

# DETERMINING SEAT AVAILABILITY

- 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.

# HAVING AVAILABLE SEATS

- A grade level needs to have 5 or more available seats to offer Special Assignment Requests.
- 20% of available seats will be awarded through choice during the Special Assignment Request (SAR) process at grades that have 5 or more available seats



# **APPLYING FOR A SPECIAL ASSIGNMENT REQUEST**

**Initial Application Period: April 1 - 15, 2022**

**Late Application Period: April 27 - July 12, 2022**

# 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 - 15, 2022
- Late Application Period:
  - April 27 - July 12, 2022

# APPLICATION WEBSITE

- Apply using the Student Reservation System.
- Go to <https://reservation.pcsb.org>

# LOG IN WITH PARENT ACCOUNT

**DAP Application Period Closes at 5 PM on January 15, 2021**  
Please do not wait until the last day; give yourself time in case you have questions or technical difficulties.

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.

**Note:** If your child is leaving a District Application Program contact your program coordinator.

**KEY DATES:**

February 7 - February 18, 2022 5PM  
- District Applications Programs (DAP) Acceptance Period

March 21- December 31, 2022  
- District Applications Programs (DAP) Late Application Period

March 22, 2022  
- Summer Bridge Face-to-Face Elementary, Middle, and Freshmen Math Boot Camp  
School Summer Bridge Programs

- Go to [www.pcsb.org/summerbridge](http://www.pcsb.org/summerbridge) to learn how to register for any other Summer Bridge program offering.

**Note:** Register by May 1st to receive transportation starting the first day of Summer Bridge. Transportation is provided to zoned or designated feeder school for students who live 2+ miles from the site.

Username :

Password :

Login

[How to reset or obtain your login info](#)

[Forgot or need to change or reset your password?](#)

[Don't have a username?](#)

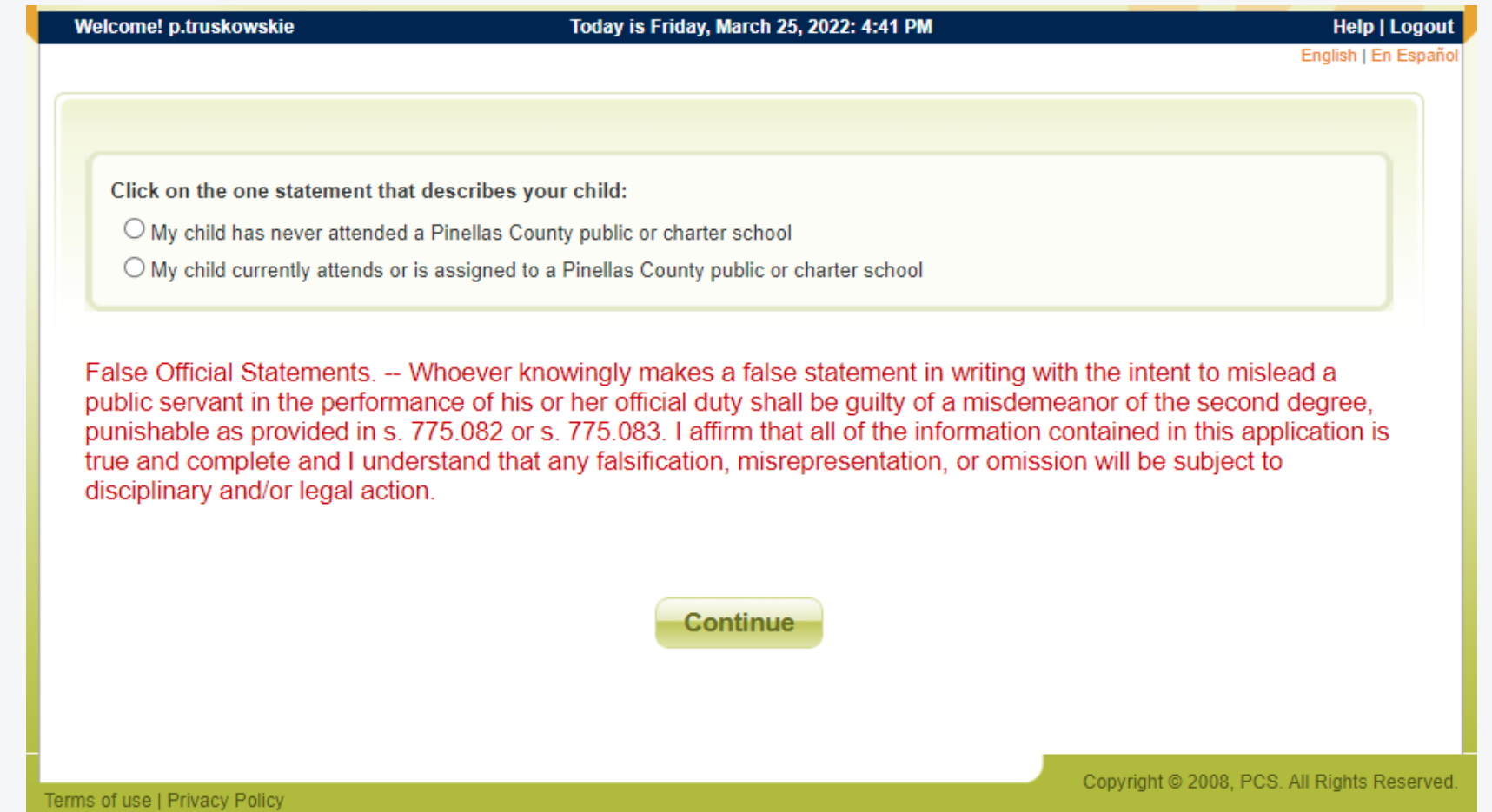
Please note that Parent User Accounts that have not been used for 12 months will be purged. You can have a new ID and password issued by visiting the school or the Student Assignment Office with a valid photo ID.

- Use your parent account to log-in.
- To obtain a parent account, bring a valid photo ID to any nearby PCS school.



# SELECT CORRECT DESCRIPTION

- Your child must be a current Pinellas County School (PCS) student or enrolled in a PCS school for the 2022-23 school year to apply.



The screenshot shows a web application interface for Pinellas County Schools. At the top, a dark blue header bar contains the text "Welcome! p.truskowskie" on the left, "Today is Friday, March 25, 2022: 4:41 PM" in the center, and "Help | Logout" on the right. Below the header, there is a light green box with a rounded border. Inside this box, the text "Click on the one statement that describes your child:" is followed by two radio button options: "My child has never attended a Pinellas County public or charter school" and "My child currently attends or is assigned to a Pinellas County public or charter school". Below the radio buttons, there is a red text block that reads: "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." Below this text is a green "Continue" button. At the bottom of the page, there is a green footer bar containing "Terms of use | Privacy Policy" on the left and "Copyright © 2008, PCS. All Rights Reserved." on the right.

- NOTE: If you are new to Pinellas County Schools, but enrolled for next school year, select the ***currently attends*** option.

# SPECIAL ASSIGNMENT TAB

Welcome! p.truskowskie

Today is Friday, March 25, 2022: 4:41 PM

Help | Logout  
English | En Español

Click on the Enrollment Option that interests you.

Special Assignment Request for the School Year 2022/2023

[<<< Go back to previous page](#)

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# ACKNOWLEDGEMENTS

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

Welcome! p.truskowskie Today is Friday, March 25, 2022: 4:41 PM Help | Logout  
English | En Español

Click on the Enrollment Option that interests you.

**Special Assignment Request for the School Year 2022/2023**

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 2022/2023
- ☒ 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](#)

[<<< Go back to previous page](#)

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# DIRECTIONS AND INFORMATION

Welcome! p.truskowskie

Today is Friday, March 25, 2022: 4:43 PM

Help | Logout  
English | En Español

## 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. 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 **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 schoolyear 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 10, 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 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

- Read carefully.
- States important dates and information about Special Assignment Requests.
- Defines Special Assignment Requests.

# AGREEMENTS

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.

Cancel

I Agree



# ENTER STUDENT INFORMATION

The screenshot shows a web interface for entering student details. At the top, a dark blue header bar contains the text "Welcome! p.truskowskie", "Today is Friday, March 25, 2022: 4:45 PM", and "Help | Logout" with a link to "English | En Español". Below the header, a light green box contains the heading "Enter your student's details here:". Inside this box, there are two sections. The first section has fields for "Legal First Name:" (with a red asterisk), "Middle Initial:" (with a small square input), "Legal Last Name:" (with a red asterisk), and "Date of Birth:" (with three dropdown menus labeled "Select"). The second section is separated by a dashed line and is titled "Or Search By" in red. It contains a "Student ID #:" field. Below this field, a note states "The 10 digit Student ID can be found on your child's report card." At the bottom of the form are two buttons: "Back" and "Continue". The footer of the page includes "Terms of use | Privacy Policy" on the left and "Copyright © 2015, PCS. All Rights Reserved." on the right.

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

or

- Name and Date of Birth as it  
appears on the birth  
certificate.

# STUDENT CONFIRMATION

- Confirm that student information is correct.
- Select the box.
- Click **Continue**.

The screenshot shows a web application interface for student confirmation. At the top, a dark blue header bar contains the text "Welcome! p.truskowskie", "Today is Friday, March 25, 2022: 4:45 PM", and "Help | Logout". Below the header, a green bar contains "English | En Español". The main content area has a light green background with the heading "Please select your student:". Below this heading is a table with the following columns: "Select", "Student ID", "First Name", "Middle Name", "Last Name", "Date of Birth", and "Parent/Guardian". A single row is visible in the table, with a checkbox in the "Select" column, a blacked-out "Student ID", a first name starting with "T", a blacked-out "Middle Name", a blacked-out "Last Name", a date of birth ending in "012", and a blacked-out "Parent/Guardian". An orange arrow points to the checkbox. Below the table, there is a text box with the instructions: "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 is a green bar with a "Continue" button. An orange arrow points to the "Continue" button. The footer of the page contains "Terms of use | Privacy Policy" on the left and "Copyright © 2015, PCS. All Rights Reserved." on the right.

Select	Student ID	First Name	Middle Name	Last Name	Date of Birth	Parent/Guardian
<input type="checkbox"/>	[REDACTED]	T	[REDACTED]	[REDACTED]	[REDACTED] 012	[REDACTED]

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.

**Continue**

# PREFERENTIAL TREATMENT CLAIM

Welcome! p.truskowskie Today is Friday, March 25, 2022: 4:46 PM Help | Logout

Student Name: Gr. 02 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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- Select the priority request you wish to claim.
- NOTE: You may be asked to provide documentation to verify your claims.

# SELECT YOUR SCHOOL

Welcome! p.truskowskie Today is Friday, March 25, 2022: 4:46 PM Help | Logout  
Student Name: [REDACTED] Gr: 02 English | En Español

Please Select Your Desired School

Student Name: [REDACTED]  
LARGO FL 33770

Your Zoned School:  
Ponce de Leon Elementary School

Your Current Next Year Assigned School:  
Ponce de Leon Elementary 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 or the 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.

Select the school.

- You can select only 1 school.
- *Very few seats will be granted at these schools.*
- NOTE: All schools filled to capacity will be listed in red.



# SIBLING PRIORITY CLAIM

- 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.*

## Please Select Your Desired School

Student Name:

LARGO FL 33770

Your Zoned School:

Ponce de Leon Elementary School

Your Current Next Year Assigned School

Ponce de Leon Elementary School

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

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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.

# REVIEW YOUR REQUEST

Welcome! p.truskowskie Today is Friday, March 25, 2022: 4:48 PM Help | Logout  
Student Name: [REDACTED] 02 English | En Español

Please Review Your Request

Student Name: [REDACTED]  
LARGO FL 33770

Your Zoned School:  
Ponce de Leon Elementary School

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

Belcher Elementary School  
2215 Lancaster Dr  
CLEARWATER, FL 33764-6601  
Tel: (727) 538-7437  
Fax: (727) 538-7255  
[Show Map](#)

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

[Cancel](#) [Submit](#)

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- Review your selection and student information.
- If correct, click **Submit**.



# ADD CONTACT INFORMATION

Welcome! p.truskowskie Today is Friday, March 25, 2022: 4:49 PM Help | Logout

Student Name: [REDACTED] Gr: 02 English | En Español

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

Your Special Assignment Request number is:  
**32522164914672**

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 Thursday, May 26, 2022. 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.

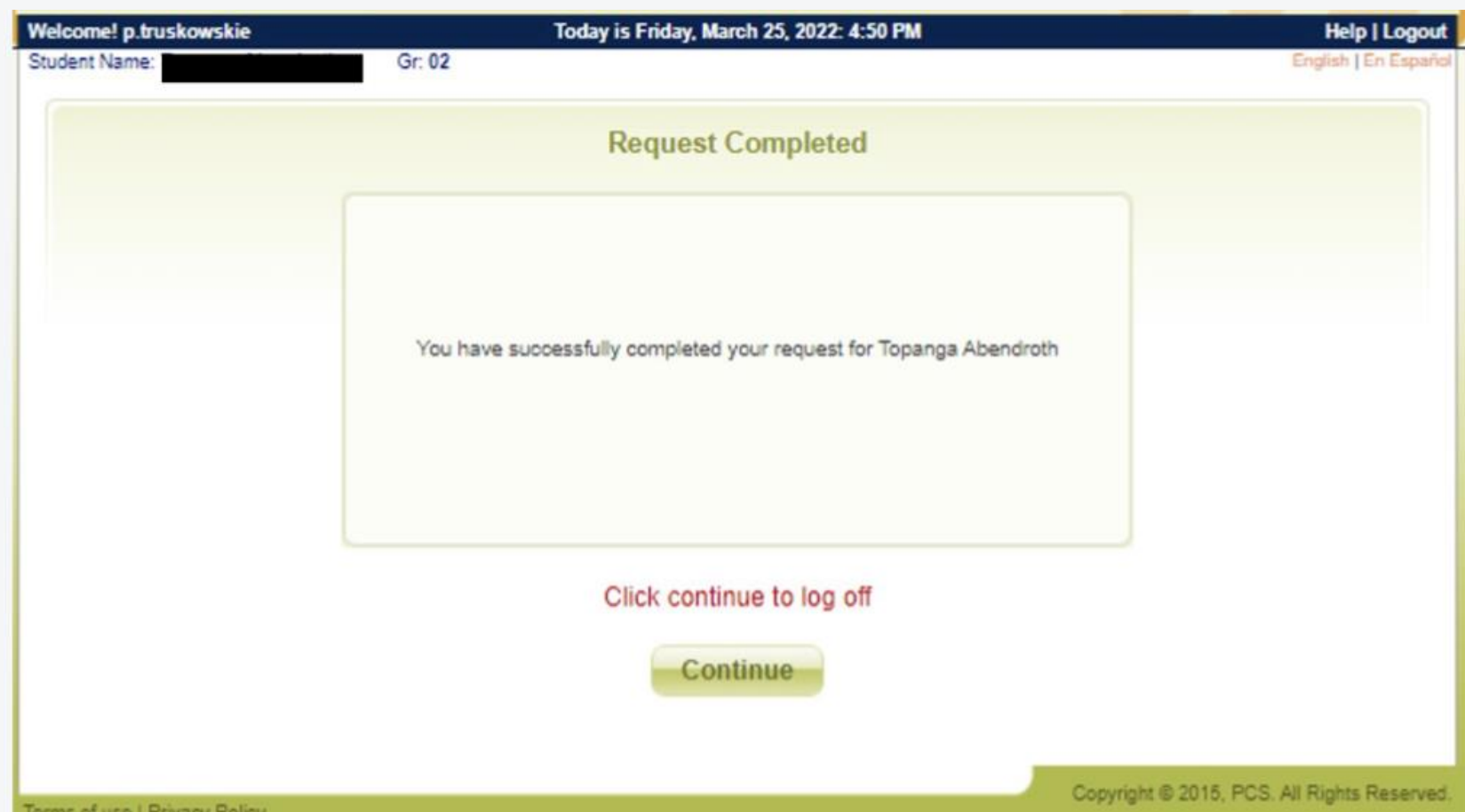
-  -  ☐ Check here if no phone \*

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

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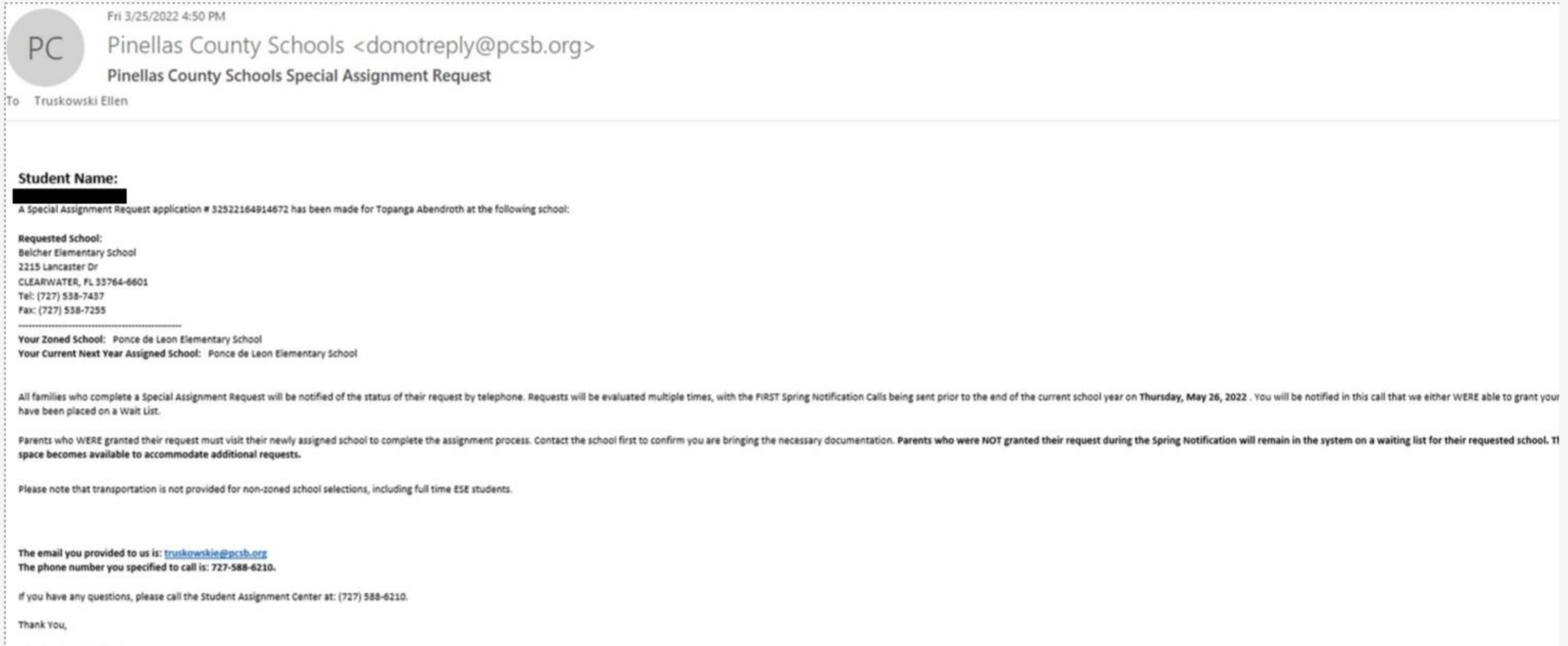
- Please include email and/or phone number.
- This is how we will contact you to inform you of your SAR status.
- Click Finish.

# COMPLETED APPLICATION SCREEN



- Screenshot of a successfully completed application

# CONFIRMATION EMAIL



# 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](mailto:StudentAssignment@pcsb.org)
- Website: [www.pcsb.org/registration](http://www.pcsb.org/registration)





ANY QUESTIONS