

SIGNING IN AT [HTTPS://RESERVATION.PCSB.ORG](https://reservation.pcsb.org)

Q. WHY won't my username and password work?

A. There are several different possibilities:

- You are trying to sign in using your child's account information and not the parent username and password (p.username).
- You need to reset your password. You can do this at any PCS school by bringing in a photo id and requesting a password reset.
- It may be your browser. The Student Reservation System works best in Chrome and Firefox browsers.
- You may need to clear your computer's internet cache. Your browser has a folder where certain items are downloaded for future use and/or saving some time when downloading webpages. This is known as a cache or temporary internet files. This cache has been known to interfere with SRS' application program. Just clicking the refresh button will not work because it will just reload using the old files from the cache. You need to bypass or clear your cache to be able to sign in and apply.
 - Clearing the Cache:
 - Google Chrome:
 - Click the **Tools menu** (three dotted lines in the upper-right corner).
 - Select **History**.
 - Select **Clear Browsing Data** from the left-hand side. Set the **Time Range** set to **All Time**. Check-mark **Cookies and other site data** and **Cached images and files** and select **Clear Data**.
 - If you are on a Windows computer, close and re-open Chrome to save your changes. If on an Apple computer, go to the **Chrome** menu on the top menu bar and select **Quit** for the changes to take effect.
 - Microsoft Edge for Windows 10
 - Click the **Tools menu** (three dotted lines in the upper-right corner) and open the **Settings** menu.
 - Click **Privacy, search, and services** on the left-side menu.
 - Under the section **Clear** browsing data, Click **Choose** what to clear.
 - Select **Cookies and other site data** and **Cached images and files**.
 - Click **Clear Now**.
 - **Close** Microsoft Edge completely for your changes to take effect.
 - Safari for Mac OS
 - Click on **Safari** on the top menu bar.
 - Click **Preferences**.
 - Click the **Privacy** tab.
 - Click **Manage Website Data**.
 - Click **Remove All**.
 - Click **Remove Now**.
 - Go to the Safari menu on the top menu bar.
 - Select **Quit** to close Safari and save your changes.
- It may be that you are trying to apply using a cellphone or tablet. SRS works best on a desktop computer. If you do not have one, you can go to any PCS school or the Student Assignment Office for application help.

- If you notice an error, you can contact your school or the Student Assignment Office at 727.588.6210 or StudentAssignment@pcsb.org

Q. Do parents have to use the same parent username to log in to check their student(s) application(s)?

A. Yes. You **must use the same parent account** that was used to create the application to log in to check your student(s) application(s).

STUDENT INFORMATION CONCERNS

Q. Why can't I find my student's application when I enter my child's name and date of birth? Only "new student" appears, but my child is currently enrolled in a Pinellas County Schools.

A. This might happen for several reasons:

- You might have misspelled or entered the wrong date of birth, or it is incorrect in the system. Double check how you entered your child's information or contact the school for the 10-digit Local Student ID # (found on your child's report card if currently enrolled in a Pinellas County school). Use the Student ID # instead of typing in the name and date of birth.
- You are using a cellphone or tablet. Sometimes the fonts do not translate well into the Student Assignment System. This happens especially with names with apostrophes, hyphens, or suffixes. Enter the Local Student ID # and it should work.
- You accidentally removed the application when you reviewed your application during the initial application period.

LOTTERY RESULTS

Q. Is the lottery purely random or are factors (like geography/zip code) factored in?

A. The "lottery" is a computer-based randomizer. There are several weighted priorities which impact offers: feeder pattern, sibling, staff, military, and proximity.

Q. Will I receive any official written notification if my child is accepted into one of these programs?

A. No. You must log into the Student Reservation System (SRS) during the acceptance period, from 12:01 AM Feb. 8 through 5:00 PM February 17, 2023. There you will find out if you have received an invitation to a school/ program. Then you either accept the invitation or take no action to remain on all wait lists.

Q. What happens if my child is invited to a program, but I do not log back into the SRS during the acceptance period?

A. To guarantee your child's seat at the school from which an invitation was offered, you must log in February 8-17, 2023, to accept the invitation. If you do not log back into the SRS system to accept an invitation during this period, your child's invitation **will no longer be valid**.

Q. If I apply to one of these schools and accept an invitation, can I change my mind and try to get into a zoned school instead?

A. You may, but there is no guarantee that a seat would be available in the zoned school. Students entering kindergarten, sixth, or ninth grade are assigned to their zoned school in most cases. Students in other grades will be assigned based on seat availability.

Q. If I am not a Pinellas County resident, when will I find out my results?

A. SAP applications are handled by the Student Assignment Office and are on a different timeline. Notification will occur in the summer after the District Application Programs' Initial Application, Acceptance, and Wait List periods. Please call Student Assignment, 727.588.6210, for more information about the SAP process.

Q. Does accepting an offer for a DAP school affect the student's ability to later decide to attend their zoned school?

A. No. At any point, you can choose to decline the DAP seat and attend the zoned school if there is capacity at the zoned school. If there is not capacity, Student Assignment works with transportation to find the closest school with capacity. If it is more than 2 miles away, transportation is provided.

OFFER SCREEN- INELIGIBILITY

Q. Why am I marked Ineligible?

A. There are several distinct reasons you might be marked as ineligible:

- If you are currently in the program, you did not need to reapply. You would be marked Ineligible.
- If you applied for a Center for Gifted Studies and do not have gifted eligibility or an active EP, you would be marked Ineligible- Academic.
- If you applied for a Center for Literacy Innovation and did not go to the screening, you would be marked Ineligible- Academic.
- If you applied for a high school IB (International Baccalaureate) or Cambridge AICE (Advanced International Certificate Education) program and did not meet the entrance criteria, you would be marked Ineligible- Academics.

- If you applied for one of Gibbs' PCCA (Pinellas County Center for the Arts) programs and did not audition, you would be marked as Ineligible- Academics.
- If you had 10+ referrals from January 2022- December 2022 and/or a SESIR at any time, you would be Ineligible- Discipline.

Q. What does Academic Ineligible mean?

A. This means the student is ineligible due to Academics (not meeting criteria, not auditioning for PCCA) or that the student is already in the program and did not need to reapply.

Q. What does Discipline Ineligible mean?

A. This means Ineligible due to Discipline. A student must have 10+ referrals from January 2022- December 2022 and/ or a SESIR at any time during their schooling to be identified as Ineligible- DISP

Q. Can I appeal an "Ineligible" determination?

A. Yes. You can appeal during the week following the Acceptance Period. Reach out to the Program Coordinator (contact information should be on confirmation email) during the week of February 20 - 24, 2023 and request an appeal.

OFFER SCREEN- INITIAL WAIT LIST

Q. What is a Temporary/Initial Waitlist Number?

A. This is a temporary wait list number that will change after the Acceptance Period and Newly Invited Sibling/ Appeal Week. This number may be placed higher or lower depending on several factors:

- The number of families that did not respond to offers
- The number of families that declined an offer
- The number of newly invited sibling priorities granted
- The number of appeals that are granted

Q. Is there anyone who can help me calculate my odds/ give me advice on what to select?

A. Contact the DAP Program Coordinator to discuss program benefits to better inform your decision. Coordinators may be able to supply some historical data on how many wait list offers are made each year. (Please note; The Student Assignment Office does not control wait lists- this is handled at the school level. They will not be able to help with the wait list probability questions.)

Q. What is a realistic wait list number?

A. It all depends on how many people accept the initial offers and how many seats become available. The lower the number, the better the chance.

Each program handles their own wait lists, so they have the best data on how many typically get called off a wait list. However, each year is different. Once a program fills its seats, wait list offers only occur when a seat becomes available.

Q. Do I stay on the waitlist of the other programs when I accept an offer?

A. No. When you accept an offer, you are automatically removed from all other wait lists except for the Centers for Gifted Studies.

RESPONDING TO AN OFFER

Q. Can Student Assignment log into the application and accept for the parent?

A. No. Parents can contact the schools or Student Assignment office to reset passwords if necessary. ID must be verified to reset password. Only the person/username that made the original application can access the application to respond.

Q. If I accept an invitation, can I change my mind and try to get into a zoned school instead?

A. You may, but there is no guarantee that a seat would be available in the zoned school. Students entering kindergarten, sixth, or ninth grade are assigned to their zoned school in most cases. Students in other grades will be assigned based on seat availability.

Q. What happens if you were invited to more than one program?

A. You can only accept 1 program. Once you select and accept a program, you will be removed from all other wait lists except for a Center for Gifted Studies.

Q. Why do I never get an offer? I have applied for x number of years in a row.

A. Most grade levels do not have available seats. Typically, only the entry grade levels (KG, 6th or 9th) have available seats.

Q. What happens if you only applied for one program but decide to decline it? Is there something that you need to do?

A. No action is needed if you wish to decline an offer or remain on the wait list.

Q. Are seats offered for every grade?

A. No. Most programs only have seats available for the incoming grade level (KG, 6th, and 9th grade). Only if there is available space are seats offered at other grade levels. Depending on the staffing model, some elementary schools have a few openings in 4th grade as the teacher-to-student ratio increases.

All other grade applicants go on a wait list. As seats open, the school will call and offer seats to parents on the wait list.

Q. We only applied for the culinary program. If we do not get invited, will we be automatically added to the waitlist?

A. Yes. If you are not offered a seat, you will see a temporary/initial wait list number. The final wait list number will be available on March 6, 2023.

ACCEPTS

Q. What happens after February 17 if you accepted a spot?

A. Your accepted program will reach out to you with a welcome message, important dates, and information, and let you know of any new family events or orientations they have scheduled.

Q. If we accept one program, but we're on a waitlist for another one, as soon as we accept one, we are removed from the waitlist, correct?

A. Yes. That is correct. Once you accept one seat, you will be removed from all other wait lists except for a Center for Gifted Studies. Go to <https://reservation.pcsb.org> to change your choice anytime and make changes during the Acceptance Period before 5:00 PM on February 17, 2023.

Q. I don't want my children to be in different schools. What if I accept a seat based on one child's acceptance, but another child is on waitlist? Let's say that later in the summer, if the second child does not get an offer, can I decline the 1st child's seat?

A. You can decline the offer at any time. Just contact the Program Coordinator and let them know. They will work with the Student Assignment Office to have a reservation made at the zoned school.

Q. Let's say my daughter was invited to the ExCEL program and we accepted the seat. Once school starts, if she does not like the program can she move to the IB program?

A. You would need to give up your daughter's ExCEL seat and then make a late application for the IB program. I recommend checking to see if there are available seats and/or a wait list before you

give up the seat. If there is a wait list, you will need to wait until you are called, offered a seat, and accept to move into the IB program.

Q. If we decide to stay on a waitlist versus accepting before February 18, can we move back on the waitlist due to others having sibling priority?

A. You can decline a seat to remain on another wait list. However, if it is after March 22nd and a sibling is offered and accepts the program to which the first child declined, you cannot go back onto the wait list. They would need to reapply during the late application period. At this point, there is no sibling priority.

In the listed scenario, it would be better to accept the seat to the first program and claim a newly invited sibling priority during the week of February 20-24, 2023. This would give your family the best chance for siblings to get an offer.

Q. If my daughter does not get into the high school Culinary Arts program this upcoming year, will we be able to apply for her 10th grade year?

A. Most magnet programs, like Culinary Arts, allow incoming 9th and 10th grade students. If you are applying as a 9th grader for the 2023-24 school year and do not get invited, you can apply next January for a 10th grade seat.

PRIORITY CLAIMS

Q. Why didn't I get the sibling/ professional courtesy priority that I claimed?

A. There could be several reasons why your claim was not granted:

- The sibling is rising (5, 8 or 12 grade) and will not be in the program with the sibling next year
- You did not put the student id # in the application
- You do not work at the school full-time

Q. Do priorities apply to all my selected programs?

A. No. Priorities are only applied to your #1 ranked choice. If claiming a priority, be sure to make that program as your # 1 choice. If you claimed priority for your 2- 5 choice, it would not count.

Q. I have a younger sibling to a student in 5th, 8th or 12th grade do I get a sibling priority?

A. No. To receive a sibling priority, both students need to be in the same program next year. In the case of a rising 5th, 8th, or 12th grader the older sibling will be out of the program and in a different school. Two exceptions exist: Madeira Beach K-8 and James B. Sanderlin K-8. Since both are K-8 programs, sibling priorities are granted for both levels.

Q. What if one sibling got invited and the other does not?

A. If you put the same program as the #1 ranked choice for both siblings, you can claim a Newly Invited Sibling Priority the week after the Initial Acceptance Period (February 20-24, 2023). If a student is invited to an application program and has an eligible sibling who applied but was not invited, priority is given. The parent must contact the school's program coordinator directly during the week immediately following the acceptance period to claim newly invited sibling priority status.

Newly invited sibling priority status is only applicable during the initial acceptance period each year and is not granted to siblings of students invited from wait lists later in the school year.

Q. Is there a sibling priority for multiple births?

A. No. However, there is a newly-invited sibling period (February 20 – 24, 2023) where you can claim a sibling priority if one sibling received and accepted an offer, and the other siblings did not.

Q. Whom do we contact to claim a newly invited sibling priority?

A. Call the DAP Program Coordinator at the school during February 20- 24. Contact information will be on the confirmation screen and email.

While this does not guarantee a seat, it will move their wait list position towards the top. Please call the program coordinator at the school to claim sibling priority.

APPEALS

Q. My student was marked ineligible for one of their selections. Can I appeal against this decision?

A. Please contact (call or email) the coordinator of the specific program between February 20-24, 2023.

Q. If I make an appeal, do I need to do anything else?

A. Please contact (call or email) the coordinator of the specific program between February 20-24, 2023.

WAITLISTS

Q. Are waitlist numbers updated on the portal?

A. No. After the Newly Invited Sibling/ Appeals week of February 20- 24, wait list numbers are maintained at each school. You can call the school directly starting March 6 to find out your wait list number. Schools go in numerical order when making offers for seats that become available. Please note that schools will reach out to you when they have an available seat.

Q. How can I check my waitlist numbers?

A. Temporary waitlist numbers are listed when you log in to check the status of your application from Feb. 8 – 17 at 5pm. Actual waitlist numbers are available beginning March 6, 2023. Parents should call the school for the "Actual" waitlist numbers. Schools will have the most updated information.

Q. How long can my child stay on a wait list if no invitation is received?

A. Applicants stay on the wait list for all the programs to which they apply until they accept an invitation to one of the programs. Accepting an invitation to a program automatically removes a student's name from all other waiting lists (except for the Centers for Gifted Studies). For grades K-7, waiting lists expire on March 1 of the applied for school year. For grades 8-12, waiting lists expire on the 11th day of the second semester (mid-January).

Q. What happens at the end of the school year if my student is currently in a DAP (district application program) program and on the wait list for a different DAP program?

A. At the end of the school year, you will need to decide whether you want to stay at the current program and be taken off the wait list of the other program or transfer to your zoned school to remain on the other program's wait list.

Q. How long are the waitlists generally for 1st grade? I'm hearing it can take 1-2 years to get into a magnet school. Is that correct?

A. Waitlists vary every year and are dependent on the number of people who apply. The best opportunity to enter a magnet or fundamental program is at the entry grade levels (KG, 6th, and 9th). Typically, these grades are the only ones with available seats.

Once you are in a program, you keep the seat until the highest grade level, or you decide to leave. In most cases, all other grade levels are waitlists who will only get offers when a seat becomes available.

Depending on the size of the waitlist and your wait list number, you may not get an offer for a first-grade seat.

Q. If I have one DAP choice and get put on a wait list, should I apply for the Special Assignment Request for the high school I want in April?

A. You can apply for a Special Assignment Request (SAR). If you are granted the SAR, you would attend the traditional side of the school. You would remain on the DAP waitlist and have the chance of being offered a seat in the program.

Q. What can I do if I have a question or problem with the application acceptance process?

A. If it is a technical question about the online system, parents may contact the Tech Help center at (727) 588-6060 or email help@pcsb.org. For all other questions, call Student Assignment, (727) 588-6210.

Q. What can I do if I have a question or problem with the application acceptance process?

A. If it is a technical question about the online system, parents may contact the Tech Help center at (727) 588-6060 or email help@pcsb.org. For all other questions, call Student Assignment, (727) 588-6210.

TRANSPORTATION

Q. When do I find out where the bus stop would be?

A. Bus routes are figured out in the summer. You will get notified via mail before the new school year starts. You can call Transportation at (727) 587-2020 to get an idea of this year's routes as a comparison.

Q. If my child gets accepted to a school that she isn't zoned for will she still be able to get to on the bus?

A. The answer depends on the program. If it is for a magnet program and you live 2+ miles from the school in its application area, arterial transportation will be provided. Fundamentals KG-8 do not provide transportation except for Thurgood Marshall MS which will transport students who reside in the MS south application area.

LATE APPLICATION PERIOD

Q. I forgot to apply. When can parents submit a “LATE” application?

A. Parents can submit a “LATE” application beginning March 21, 2023.

Q. Is it a random lottery for the Late Application Period like it is for the Initial?

A. No. The Late Application Period is time sensitive. As you apply, you are placed at the bottom of the wait list (if there is one). Additions are placed in day/ time order, so if you apply earlier in the Late Application Period, you will have a better wait list position.

Q. Can I change my selections?

- A.** Yes, you can make changes in the Late Application Period.
- You may log in and make changes to the application beginning March 21, 2023.
 - You may add a choice on that date to any application that has less than 5 choices.
 - If your application already has 5 selections, you must call Student Assignment office at 727-588-6211 to remove one of your selections. Parents will need to make a new choice for the number of removed selections.
 - If parent makes any changes to existing selections, application will be considered a “Late” application and student will be moved to bottom of current waitlists for all selections.

Q. Can I change the ranking of the selected programs? For example, if my 9th grader wants to continue in our #4 choice is there a way to move the #4 choice to #1 or #2?

A. You can in the Late Application Period, but please note if you do the Student Reservation System will recognize this as a new application and place you at the bottom of the wait list. This will decrease your chances of getting an offer.

OTHER

Q. If my son gets into and accepts a district program, how do I get my daughter into the same high school (but not in a program). It's not their zoned school. Logistically, we would like them to both go to the same high school.

A. You can apply for a Special Assignment Request for your daughter. This allows students to attend a non-zoned, non-DAP school provided the school has available seats.



FAQ & INFO: DAP ACCEPTANCE PERIOD

To apply go to <https://reservation.pcsb.org> and look for the Next Year Special Assignment Request tab. It will appear starting April 1, 2023. The Initial Application Period for SARs is April 1 – 15, 2023. This is also a randomized computer program. Results will be shared before the end of the school year.