

## Enrollment Processes

*During time of remote work*

### **PreK3/VPK**

All enrollment will be done electronically through the Student Assignment Office. Parents of students accepted for the 2020-21 school year will receive a call this evening outlining the steps they need to now. Parents will not need to physically go to a school nor district office to register at this time. If schools receive a call or email from a parent who has been accepted, please communicate the following:

- Reassure them that they have a seat
- All registrations will be completed electronically by the Student Assignment Office
- The registration window is now Monday, March 30 through Friday, April 10. Parents can Student Assignment with questions between 8:00 am and 4:00 pm
- Parents will need to send the following documents by email ([studentassignment@pcsb.org](mailto:studentassignment@pcsb.org)) or FAX 727-588-5171
  - Pinellas County School Registration Form (attached and loaded within SharePoint Site)
  - VPK Certificate of Eligibility (voucher for VPK students only)
- When schools reopen, parents will need to go to the school with the rest of the paperwork and complete the registration process

### **Grades K-12**

Initial enrollment will be done electronically through the Student Assignment Office. Parents will not need to physically go to a school nor district office to register at this time. If schools receive a call or email from a parent, please communicate the following:

- All initial registration will be completed electronically by the Student Assignment Office
- Parents can Student Assignment with questions between 8:00 am and 4:00 pm.
- All processes will be electronic. Parents will need to send the following documents by email ([studentassignment@pcsb.org](mailto:studentassignment@pcsb.org)) or FAX 727-588-5171
  - Pinellas County School Registration Form (attached and loaded within SharePoint Site)
- When schools reopen, parents will need to go to the school with the rest of the paperwork and complete the registration process.
- Families will be told to contact their school for next steps regarding class and/or course specific assignment.

### **School Actions**

Student Assignment will notify the principal of any new 2019-20 enrollees via email. Once enrolled by Student Assignment, school-based staff will need do the following for the student:

- Assign a student schedule in FOCUS to that the student will
- Notify teachers of new student so they can be welcomed into the class(es)
- If the parent does not reach out to the school, a school member should proactively connect with the family