HOW TO ENROLL YOUR NEW STUDENT

1. CREATE A NEW PARENT ACCOUNT
   Visit https://focus.pcsb.org/focus/auth/ to create a new parent account.

2. FIND YOUR SCHOOL
   Zoned Schools are based on your home address. Find your child’s zoned school at https://www.pcsb.org/zone.

3. RESERVE A SEAT
   Log into https://focus.pcsb.org/ with the username and password that you created and make a reservation.

4. ENROLL AT YOUR SCHOOL
   The final step is to visit the assigned school to deliver the required documents and fill out a registration packet.

AVOID THE FIRST DAY OF SCHOOL PAPERWORK PILE-UP!
Many of your student’s important forms like clinic cards, code of conduct letters, media release forms and more can be completed online at pcsb.org/backtoschoolforms.

REQUIRED ENROLLMENT DOCUMENTS

- Birth Certificate
  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, please contact the school.

- Proof of Residency
  Present two of the following items: utility bill; rental agreement/lease; closing document; Pinellas County tax statement with homestead exemption. If you do not have these items in the name of the parent or guardian, you must complete an Affidavit of Residency.

- 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
  Must have a school health examination certificate signed by a licensed examiner issued within 12 months prior to enrollment/registration.

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

- Child’s Social Security Number
  The student’s SSN is requested but not required.

- Individual Education Plan
  If the student participates in exceptional student education, they must have an IEP.