

## Electronic Signature Option - Instructions for Parents

Beginning in the 2017-2018 school year, parents have the option to electronically sign certain forms instead of submitting signed paper copies to their child's school.

Parents will have the option of electronically signing the following forms:

- Media Release Form
- Network/Internet Acceptable Use Agreement
- Directory Information Opt-Out Letter
- Parent and Student Acknowledgement of Student Code of Conduct

Electronic submission of these forms will be available as of August 1, 2017 through our Student Reservation System.



The Student Reservation System is accessible through the district website [www.pcsb.org](http://www.pcsb.org) by selecting the *Registration* tab at the top and then selecting the *Student Reservation System button*. The system can also be accessed at <https://reservation.pcsb.org>.

Please follow the steps below to submit your student forms. *See screenshots below for details.*

1. Log in using your user name (**P.xxxx** account) and password.
2. Select the option that describes your child's enrollment status.
3. Select "**PCS Forms.**"
4. Follow the online instructions to submit applicable student forms\*.

\*Note: The Parent and Student Acknowledgement and Directory Information Opt-Out forms are applicable to the school year in which they are signed. The Network/Internet Acceptable Use Agreement and Media Release forms, once signed, are active the entire time your child is enrolled in Pinellas County Schools and do not need to be re-submitted each school year.

1. Log in using your user name (P.xxxx account) and password.

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## Student Reservation System

Welcome! Today is Tuesday, March 28, 2017: 8:47 AM 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.

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

**KEY DATES:**

March 20 - April 9, 2017  
PreK / VPK Online Application Period -

March 22 - December 31, 2017  
Late DAP (Magnet / Fundamental / Career Academy) Application Period -

April 3 - April 17, 2017  
Special Attendance Request (SAR) Application Period for the 2017/2018 School Year -

Username :   
Password :   
Login

Don't have a username?  
Forgot or need to Change /  
Reset your password?

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.

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2. Select the option that describes your child's enrollment status

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## Student Reservation System

Welcome! Today is Tuesday, March 28, 2017: 8:20 AM Help | Logout  
English | En Español

Before we present enrollment options, click on the one statement that describes your child.

Click on the one statement that describes your child:

- My child is new to Pinellas County public schools.
- My child currently attends or is assigned to a Pinellas County public school.
- My child attended a Pinellas County public school in a previous school year but has not attended during the current school year (8/10/2016 - 5/25/2017).
- My child attended a Pinellas county public school earlier in the current school year (8/10/2016 - 5/25/2017) but is not currently enrolled.

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

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Select "PCS Forms."

The screenshot shows the 'Student Reservation System' homepage. At the top left is the PCS logo (Purdue County Schools). The main header reads 'Student Reservation System'. Below the header, there is a navigation bar with 'Welcome!', the date 'Today is Tuesday, March 28, 2017: 8:26 AM', and links for 'Help | Logout' and 'English | En Español'. The main content area contains the instruction 'Click on the Enrollment Option that interests you.' followed by 'Enrollment Options:'. There are five large, light-colored buttons stacked vertically: 'PCS Forms', 'Change Of Residence Address', 'Summer Bridge', 'PreK3/VPK Application', and 'District Application Program (Magnet, Fundamental & Career Academy Programs)'. At the bottom of the main content area is a link: '<<< Go back to previous page'. The footer contains 'Copyright © 2008, PCS. All Rights Reserved.'

4. Follow the online instructions to submit your student forms

The screenshot shows the 'PCS Forms' submission page for the 'School Year 2016/2017'. The header includes the PCS logo, the title 'PCS Forms School Year 2016/2017', and the date 'Today is Tuesday, March 28, 2017: 8:32 AM'. Navigation links include 'Help | Logout', 'PCS Forms Homepage', and 'English | En Español'. The page title is 'App: PCS Form Appl'. The main content area is a form titled '1. Enter Student Legal Name'. It contains fields for 'First Name', 'Last Name', and 'Date of Birth' (with dropdowns for Month, Day, and Year). Below these is a section 'Or Search By' with a 'Student ID #' field. The second section is '2. Enter Parent Legal Name', with fields for 'First Name', 'Last Name', and 'Suffix'. A note at the bottom of the form states '\* Information must be provided to continue'. At the bottom of the page are 'Back' and 'Continue' buttons. The footer includes 'Terms of Use | Privacy Policy' and 'Copyright © 2006 - 2011, PCS. All Rights Reserved.'