

How to Complete the Pinellas Parent Back to School Forms Online

1. Go to <https://focus.pcsb.org> and log in with your parent username and password



2. On your parent landing page, you will see the 2 electronic forms that you need to complete:

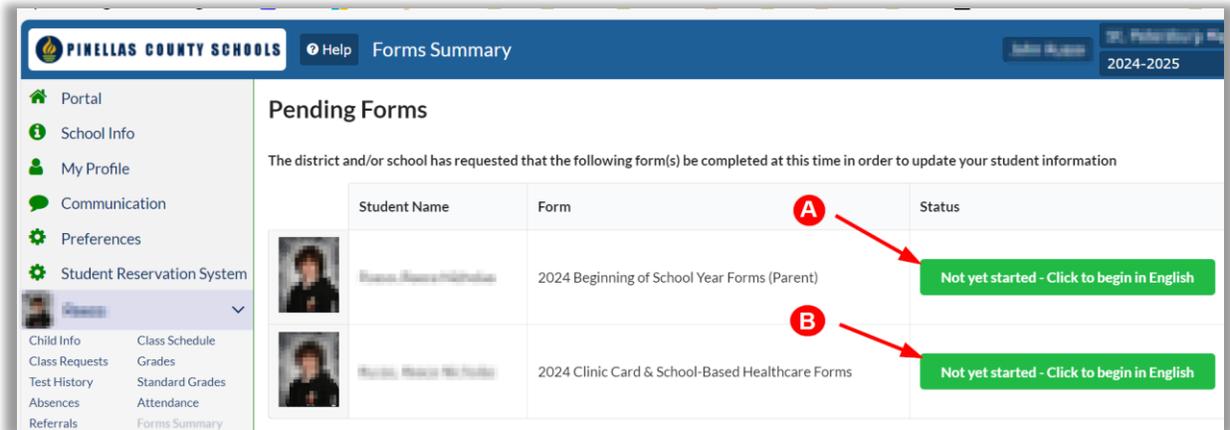
A. The 2024 “Beginning of the Year Forms” include

We MUST have this one completed before we can give your child a school laptop

- Parent Acknowledgement of Student Code of Conduct
- Media Release
- Directory Information Optional Opt-Out
- Network/Internet Acceptable Use Agreement
- School/Classroom Library Materials Access Preference
- Technology Equipment Acceptance and Responsibility
- Residency Questionnaire

B. The 2024 “Clinic Card & School-Based Healthcare Forms” include

- School-Based Healthcare Services
- Student Clinic Card



3. **Each form works the same way.**

You will answer questions based on your preference
Then at the bottom of each page you will **click** the “Next Page” button to continue.



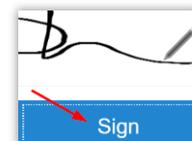
4. When you have gotten to the end of the form, you will need to **click** the “Click to Sign” button



5. Next, **reenter** your Parent Focus username and password and **click** “Authenticate”



6. At that point, a saved signature will appear, or you can sign the document, then **click** the “Sign” button.



7. Next **click** the “Submit and Finish” button and you are all finished.
Just make sure you complete each form that is in your parent account, for each child.

