

Student Forms Completion

Each year, families must complete forms for each student which update student-specific information for schools. School leaders will develop and communicate school-specific distribution, submission and collection processes for their students and families.

Paper Forms- Will be distributed to students attending the traditional (in-person) learning option and are also available at the front office of schools.

Electronic Forms- Are available for families to review and fill-out on the district website (<https://www.pcsb.org/Page/33840>). Each school will communicate the process for returning forms and if they can be submitted via email to a designated staff member (recommend Data Prep Clerk). If a family wants to ensure they do not have to physically return a paper form, they can utilize the Online Forms Submission process through the Student Reservation System (SRS) noted below.

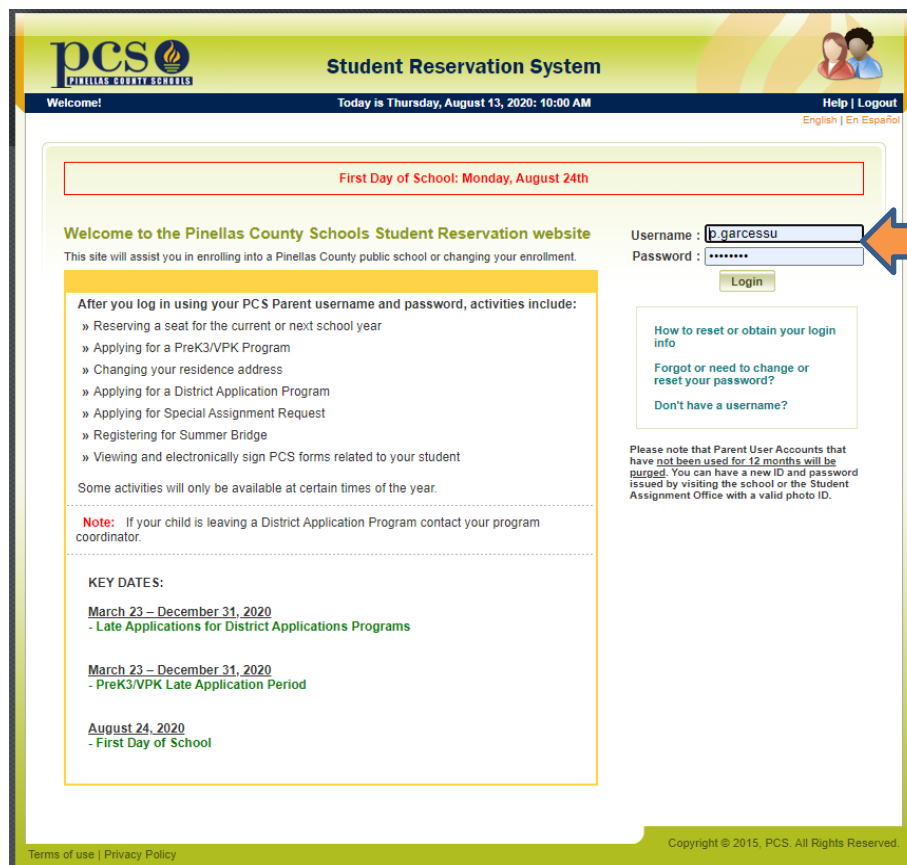
Online Forms Submission through the Student Reservation System (SRS)

Through the Student Reservation System (SRS), parents/guardians are able to view, electronically sign, save and print a number of required PCS forms that are completed at the beginning of each school year.

Utilizing this option automatically updates within district electronic systems (e.g. FOCUS) so parents/guardians do not have to submit paper forms or worry about data entry at the school level if submitted by email.

To complete forms with in SRS:

- 1) Go to the Student Reservation System <https://reservation.pcsb.org/>
- 2) Enter your Username and password to authenticate who you are and sign on to the SRS web site.



- 3) After signing on to the SRS system, indicate that your student is currently attending Pinellas County Schools. You will then be offered the option to complete PCS forms online.

The screenshot shows the 'Student Reservation System' interface. At the top, there is a header with the PCS logo, the title 'Student Reservation System', and a user greeting 'Welcome! p.garcessu'. The date and time are 'Today is Thursday, August 13, 2020: 10:04 AM'. There are links for 'Help | Logout' and language options 'English | En Español'. The main content area contains a prompt: 'Click on the one statement that describes your child:'. Below this are two radio button options: 'My child never attended a Pinellas County public or charter school' and 'My child currently or previously attended a Pinellas County public school'. An orange arrow points to the second option. Below the options is a paragraph of text regarding 'False Official Statements' and a 'Continue' button. The footer includes 'Terms of use | Privacy Policy' and 'Copyright © 2015, PCS. All Rights Reserved.'

The screenshot shows the 'Student Reservation System' interface with the title 'Current PCS Student'. The header is identical to the previous screenshot. The main content area contains a prompt: 'Click on the Enrollment Option that interests you.'. Below this are five buttons: 'District Application Program (Magnet, Fundamental & Career Academy Programs)', 'PreK3/VPK Application', '2020/2021 CURRENT School Year Enrollment', '2021/2022 NEXT School Year Enrollment' (with a red note below it: 'Currently closed. Next School Year Enrollment will re-open on January 2021.'), and 'PCS Forms'. An orange arrow points to the 'PCS Forms' button. The footer is identical to the previous screenshot.

- 4) Click on the PCS Forms option in the Enrollment Options list (above), the option will expand and display further information about PCS Forms.

PCS Forms

You can view and electronically sign PCS forms related to your student for the school year.

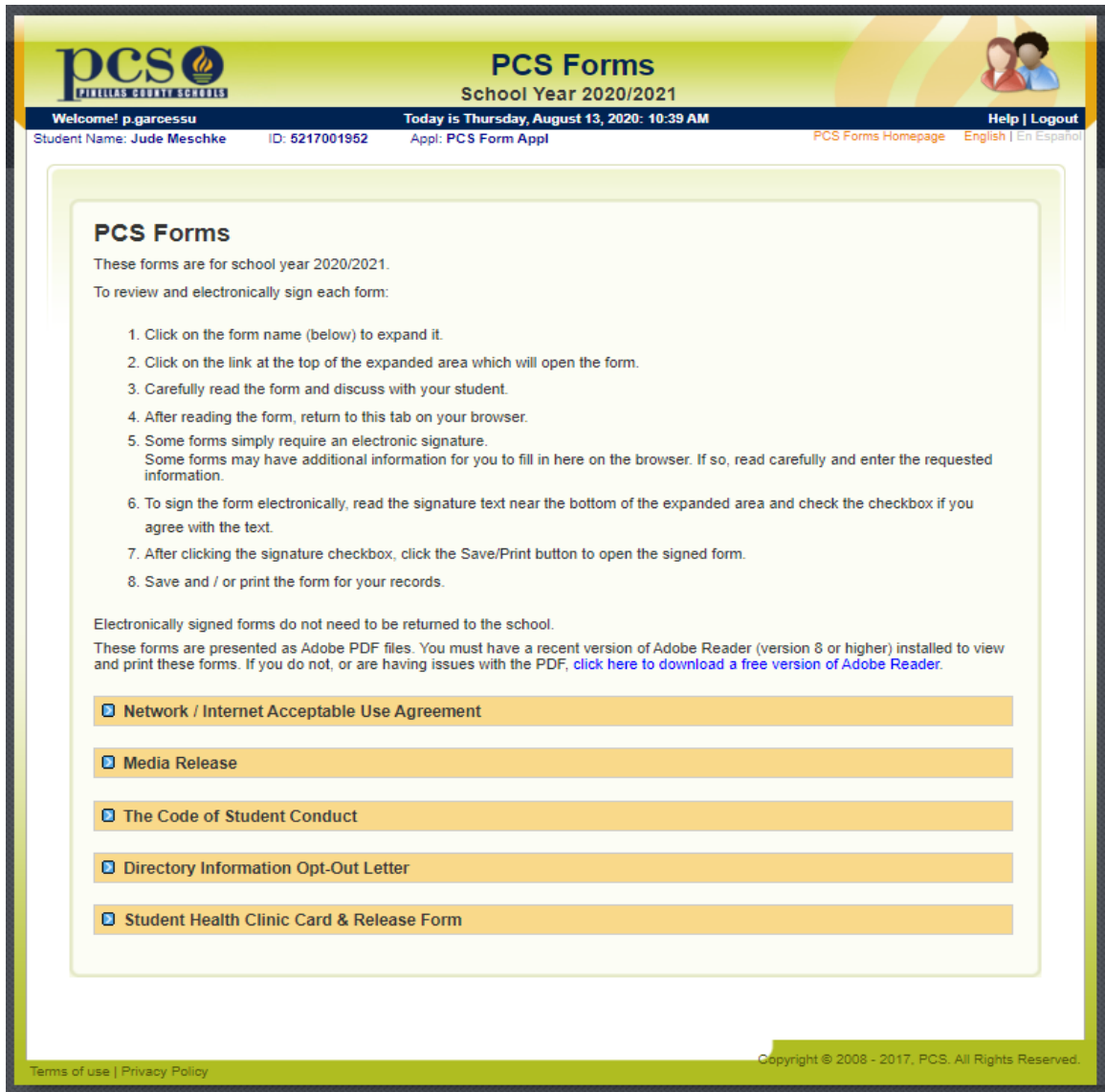
Forms include -

- Media Release Form
- Network/Internet Acceptable Use Agreement
- Directory Information OPT-OUT Letter
- The Code of Student Conduct (Parent and Student Acknowledgement)
- Student Clinic Card & Release Form

[Click here to continue](#)

- 5) Click continue above and you will be prompted to identify your student and your legal name which will be used for signature purposes.

6) After identifying your student, a page explaining how to complete the forms and a list of forms available will be displayed.



The screenshot shows the PCS Forms website interface. At the top, there is a header with the PCS logo and the text "PCS Forms School Year 2020/2021". Below the header, there is a navigation bar with the following text: "Welcome! p.garcessu", "Today is Thursday, August 13, 2020: 10:39 AM", "Help | Logout", "Student Name: Jude Meschke", "ID: 5217001952", "Appl: PCS Form Appl", "PCS Forms Homepage", "English | En Español".

The main content area is titled "PCS Forms" and contains the following text:

These forms are for school year 2020/2021.
To review and electronically sign each form:

1. Click on the form name (below) to expand it.
2. Click on the link at the top of the expanded area which will open the form.
3. Carefully read the form and discuss with your student.
4. After reading the form, return to this tab on your browser.
5. Some forms simply require an electronic signature.
Some forms may have additional information for you to fill in here on the browser. If so, read carefully and enter the requested information.
6. To sign the form electronically, read the signature text near the bottom of the expanded area and check the checkbox if you agree with the text.
7. After clicking the signature checkbox, click the Save/Print button to open the signed form.
8. Save and / or print the form for your records.

Electronically signed forms do not need to be returned to the school.
These forms are presented as Adobe PDF files. You must have a recent version of Adobe Reader (version 8 or higher) installed to view and print these forms. If you do not, or are having issues with the PDF, [click here to download a free version of Adobe Reader](#).

Below the text, there is a list of forms, each with a checkbox and a label:

- Network / Internet Acceptable Use Agreement
- Media Release
- The Code of Student Conduct
- Directory Information Opt-Out Letter
- Student Health Clinic Card & Release Form

At the bottom of the page, there is a footer with the text: "Terms of use | Privacy Policy" and "Copyright © 2008 - 2017, PCS. All Rights Reserved."

- 7) As you click on each the forms, the form box will expand displaying links to the forms and a signature box. Clicking on the form link will open the form in a PDF format with instructions explaining how to proceed.
- 8) After completing the form, you will be directed to electronically sign the form by checking the signature checkbox if you agree.

Network / Internet Acceptable Use Agreement

[Network / Internet Acceptable Use Agreement Form](#)

By clicking this checkbox you are completing an electronic signature of the above linked to document. Also, you acknowledge that you have clicked on the link and have carefully reviewed the document and wish to complete an electronic signature of the document.

- 9) After electronically signing the form and clicking the Save / Print button, you will be presented with a PDF version of the form including your name and date in the signature box. This is an authenticated electronic signature via the secured PCS / SRS website. You may print the completed forms for you records. You will not need to return any of the completed forms to your child’s school as they will be now become part of your child records at their school.

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the Network and Internet Use Agreement. I understand that my child's access is designed for educational purposes. I recognize it is impossible for Pinellas County Schools to restrict access to all controversial or offensive materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for the supervision, if any, when my child's use is not in a school setting. I have read and understand the information in this agreement and hereby give my permission for my child to use the Internet pursuant to the terms of this agreement.

Parent or Guardian's Name (please print) _____

Parent or Guardian's Signature _____ Date 8/13/2020

The parent/guardian has completed an electronic signature of this agreement on the PCS Student Reservation System web site. The parent/guardian also has reviewed this form with their student who agrees with the stipulations of this form. The PCS Student Reservation System is a secured web site requiring sign-on using an authenticated user-ID and password to identify the signatory.