

# Time to Enroll

1

## Get a Pinellas County Schools User ID and Password

Go to any nearby public school to obtain a parent user ID and password (if you don't already have one for another child in your family). Be sure to bring a government-issued photo ID.

2

## Reserve a Seat

Log onto the Student Reservation System at [reservation.pcsb.org](http://reservation.pcsb.org) using your PCS user ID and password.

3

## Complete Enrollment at Your Child's School

Visit your child's assigned school and deliver the required documents.

Free and Low-Cost  
Medical Care and  
Immunizations for  
Children

Get the medical resource  
guide at [pcsb.org/kg](http://pcsb.org/kg)

## Important Enrollment Notes:

- Students must be 5 years old on or before September 1 of the school year for which they are enrolling.
- Many elementary schools are closed during the summer. Please enroll your child for kindergarten before schools close in May.
- Students can choose a non-zoned school (if there is room) by applying for a Special Assignment Request (SAR).

## Required Documents

Bring the following documents when enrolling your child at school:

- Certified birth certificate or other proof of date of birth
- Physical examination signed by a licensed examiner (within 12 months prior to enrollment in kindergarten)
- Florida Certificate of Immunization (including specific dates - month, date and year given)
  - All new students entering school in Florida for the first time must have a completed Florida Certificate of Immunization (DOH 680) with appropriate immunizations for kindergarten
- Proof of residency (2 forms of documentation required)
  - Utility bill for power, water, cable, sewer or land-based telephone (not cellular)
  - Rental agreement or lease
  - Closing document
  - Pinellas County tax statement with homestead exemption
  - Affidavit of residency completed and notarized with two of the items listed above in the name of the person with whom you reside and who is listed on the affidavit
- Social Security card (required to request, but not mandatory)



Ready, Set... Kindergarten!