

PINELLAS COUNTY SCHOOLS  
**SPECIAL ATTENDANCE PERMIT (SAP) APPLICATION**  
**FOR STUDENT ATTENDING SCHOOL IN ANOTHER COUNTY**

Application for:

☐ **Voluntary Prekindergarten/Prekindergarten (VPK/PK)**

☐ **Kindergarten-12th Grade**

A parent, legal guardian, other person with primary or shared parental responsibility for the student, or an adult student with primary legal residence in a county other than Pinellas County may apply to attend a school within Pinellas County.

If approved for school attendance in the District, the student will be assigned to the requested school, provided the school has available space and it is the best interest of the educational program at the school. Parents are responsible for safely transporting their child to and from the assigned school in a timely manner.

A Special Attendance Permit (SAP) is a zoning exception and as such can be revoked for issues related to attendance, discipline, or academic progress (PCS Policy 5120).

A student on suspension or who has been expelled cannot be approved for transfer to the District.

**Section I**

Student's Name \_\_\_\_\_ Student I.D. \_\_\_\_\_

Date of Birth \_\_\_\_\_ Current Grade \_\_\_\_\_ Grade Requested \_\_\_\_\_ Gender (Check One) ☐ F ☐ M

Is student in ESE? \_\_\_\_\_ Exceptionality? \_\_\_\_\_ Requested for school year 20 \_\_\_\_ / 20 \_\_\_\_

**Section II**

Parent/Guardian Name \_\_\_\_\_

Residence Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address (if different than residence) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Email Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Section III**

County where the student resides \_\_\_\_\_

School to which student is currently attending \_\_\_\_\_

Zoned School in home county \_\_\_\_\_

Pinellas School / Program Requested: \_\_\_\_\_

Reason for Request \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I am requesting a priority for the following reason (please include supporting documents): Foster Care Placement Change ☐

Active Duty Military ☐ Full-Time Pinellas County School Board Employee ☐ Court Ordered Custody Change ☐ Sibling ☐

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
**RELEASE FROM PCS APPROVED BY** \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
**REQUEST TO ATTEND IN PCS APPROVED BY** \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
**REQUEST TO ATTEND IN PCS DENIED BY** \_\_\_\_\_ Date \_\_\_\_\_

REASONS FOR DENIAL \_\_\_\_\_ **CAPACITY** \_\_\_\_\_ **OTHER** \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SPECIAL ATTENDANCE PERMIT (SAP) APPLICATION  
FOR STUDENT ATTENDING SCHOOL IN ANOTHER COUNTY**

1. Parents may download a Special Attendance Permit Application form at <http://www.pcsb.org/domain/173>
2. The Special Attendance Permit application must be completed and signed by the PARENT OR GUARDIAN with educational decision making authority using their legal address.
3. Parents/Guardian living in any county other than Pinellas who wish to have their children attend a school in Pinellas County need an approved SAP.

EMAIL, MAIL OR FAX TO:

**For:**

**Voluntary Prekindergarten/Prekindergarten  
(VPK/PK)**

**Early Childhood Education**

301 4th Street SW  
P.O. Box 2942  
Largo, FL 33779-2942  
Fax: 727-588-5184  
Phone: 727-588-6097

**For:**

**Kindergarten - 12th Grade**

**Student Assignment**

301 4th Street SW  
P.O. Box 2942  
Largo, FL 33779-2942  
StudentAssignment@pcsb.org  
Fax: 727-588-5171  
Phone: 727-588-6210