

CONDITIONS: PLEASE SEE REVERSE SIDE

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

If a parent, legal guardian, other person with primary or shared parental responsibility for the student, or an adult student has his/her primary legal residence in a county other than Pinellas County, s/he may apply to attend a school within Pinellas County.

Residents of Pinellas may also request written release from Pinellas County Schools to attend a school in a different district using this form.

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. All such assignments will be through the highest grade of the school. There is no need to re-apply annually.

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.

Release from Hillsborough, Manatee or Pasco is **NOT** required for a SAP. Pinellas residents requesting to attend school in a different county should complete this form to obtain release from Pinellas County Schools.

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 _____ Business Phone _____ 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):

Active Duty Military Foster Care Placement Change Court Ordered Custody Change

_____ 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 _____

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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.
4. Once a Special Attendance Permit is approved, the student may continue to attend the school through the highest grade. There is no need to re-apply annually.
5. Pinellas County residents desiring that their children attend a school in another county should complete this form and return it to the Student Assignment Office to obtain formal release from Pinellas County Schools.

MAIL OR FAX TO:

Student Assignment
301 4th Street SW
P.O. Box 2942
Largo, FL 33779-2942
Fax: 727-588-5171
Phone: 727-588-6210