



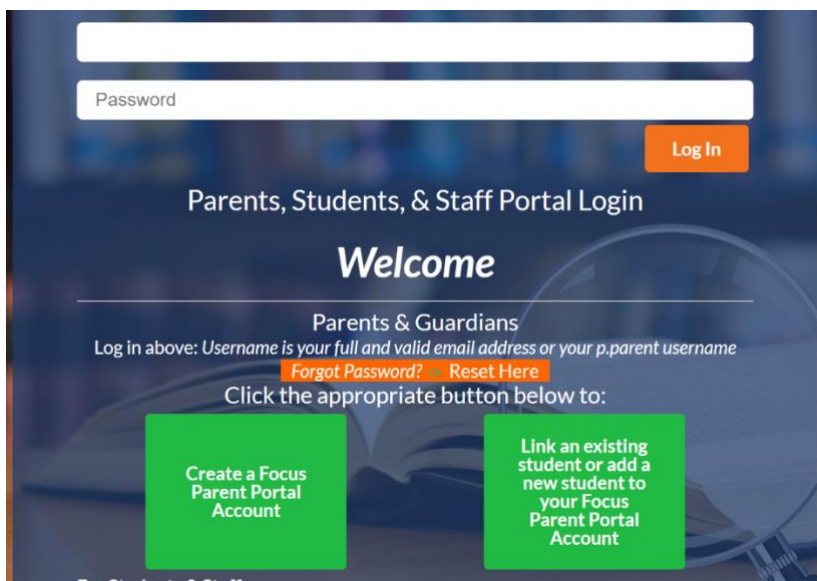
MY STUDENT IS NEW TO THE DISTRICT

[I DO NOT HAVE A FOCUS PARENT ACCOUNT](#)

[I HAVE A FOCUS PARENT ACCOUNT](#)

CREATE A FOCUS PARENT PORTAL ACCOUNT

1. Go to <https://focus.pcsb.org> and select the green “Create a Focus Parent Portal Account” box on the lower left.



2. Enter the requested information (first name, last name, email address and password), click the “I’m not a robot box”, and then submit.

Parent Account Registration

English Español Kreyòl Ayisyen Português (Brasil) Русский Tiếng Việt (越南) 中文 Français 日本語

Please enter your name exactly as it appears on your driver's license as well as a valid email address:

Parent/Guardian First Name: (Required)
 Parent/Guardian Last Name: (Required)
 Email Address: (Required)
 Create Password: (Minimum 10 characters)
 Retype Password: (Required)

☐ Show Password

☐ I'm not a robot



Submit



3. Select "I would like to APPLY FOR ENROLLMENT for a new child."

Parent Account Registration

English Español Kreyòl Ayisyen Português (Brasil) Русский Tiếng Việt (Việt) 中文 Français 日本語

Students

You do not have any linked students at this time.

I would like to ADD A CHILD who is already enrolled.

I would like to APPLY FOR ENROLLMENT for a new child.

I am FINISHED adding students. Please take me to the Portal.

Student Reservation System

Click the Student Reservation System button above to apply for a PreK or VPK seat at one of our schools.

4. Enter your child's First Name, Last Name and Birthdate exactly as it appears on the birth certificate. Select New Student Registration as the Form Type and then "Begin Application."

Return to the Parent Portal Registration

Application for New Students

Continue Application

All fields marked with an asterisk (*) are required.

Student's First Name*

Student's Last Name*

Student's Birthdate*

Form Type*

New Student Registratic ▾

Begin Application



5. Enter the middle name, suffix, gender as it appears on the birth certificate. Select the county of residence. *Please note if applying from **a state other than Florida or another country**, please complete [Form 4-302](#) to apply.*

This application is only for students who are new to Pinellas County Schools. The student's first name, last name, and date of birth should be entered exactly as it appears on their birth certificate.

Student's Legal First Name:*	Jean
Student's Legal Middle Name:	
Student's Legal Last Name:*	Finch
Student's Legal Suffix (i.e., Jr, Sr, II, etc.):	Max 3 characters
Student's Legal Birthdate:*	January 6 2021 
Student's Legal Gender:*	N/A v
What County does your student live in?*	N/A v

6. If you want only to apply for a magnet, fundamental, or Special Assignment Request (SAR) and **do not** want to make a reservation for your zoned school, check the box. The following instructions steps assume this box is selected.

*If you **do not** select the box, you will need to provide additional information to both make a zoned school reservation **and** apply for a choice option such as a magnet, fundamental, or SAR.*

Magnet/Fundamental or Special Assignment Request Application Only

Check this box only if you ☒
 want to apply for a magnet
 or fundamental program or
 a Special Assignment
 Request. This means you
 are not enrolling the
 student at your zoned
 school.



7. Select Next School Year: 2026-27 and choose the grade level your child will enter that year.

Select the school year the student is applying to attend Pinellas County Schools.

Current School Year is August 11, 2025 - May 28, 2026

Next School Year will be August 10, 2026 - May 25, 2027

Select the grade level that applies to the school year this student will be applying to attend Pinellas County Schools.

School Year Applying for:* ▼

Grade level for the School Year Applying for:* ▼

8. Answer **Yes** or **No** to the Special Education and Gifted Education questions.

Note: Additional questions may appear depending on your response. Answer any new prompts before continuing.

Educational Needs

Special Education/Exceptional Student Education Services

Does your student have an Individualized Educational Plan (IEP) or a Service Plan for Special Education/Exceptional Student Educational services? *

▼

Gifted Education

Is your child receiving gifted services or has been identified as gifted? *

▼



9. Enter your child's language, then select Next Page.

Student's Language?*
English [EN]

Next Page

Save and Continue Later

10. Enter your address information.

*Important: If you live outside Pinellas County, use a generic 100 <county name> address.
Uncheck the Mailing Address box and enter your actual address in the fields provided.*

Address Information

SlowlyType the student's address here click on the **ADDRESS SUGGESTION** that appears above to populate the address fields.*

Apt or Lot #?

City*

State*

Zip Code*

Is this the Primary Residence?*

Uncheck this box to add a Mailing Address different than the address above

Save Address

Previous Page

Next Page

Save and Continue Later

11. Select Next Page.



12. Select +Add New Contact.

[+ Add New Contact](#)

Previous Page

Next Page

[Save and Continue Later](#)

13. Enter your relationship to the child, contact address, phone number and contact type. Select Save Contact Detail.

Contact Information

First Name*	Boo
Last Name*	Radley
Relationship*	▼
Educational Decisions Maker (Parent/Guardian)	☒
In case of an Emergency Contact	☐
Allowed to Pick Up Student	☐
Email	scoutandjem@gmail.com
All Emails from School and District	☐
Contact Address*	▼

There are currently no saved contact details.

Phone Number	
Contact Type	N/A ▼

[Save Contact Detail](#)

[Close](#)



14. Optional: Add another contact by selecting +Add New Contact.

Saved Contacts

Boo Radley

First Name: Boo

Last Name: Radley

Relationship: Father

Educational Decision Maker: Y

Email: scoutandjem@gmail.com

Edit

Delete

+ Add New Contact

15. Sign your name, enter the date, and select Submit and Finish.

Parent/Legal Guardian Registration Signature:*

Click to Sign

Date:*

N/A

N/

N/A

Please remember to return to your Parent Portal Account to apply for the Magnet/ Fundamental Program or Special Assignment Request. Select the appropriate application link in the drop-down menu by the students name. If you need a reservation to the zoned school, contact Student Assignment.

Previous Page

Submit and Finish

Next, Apply for Magnet and/ or Fundamental Program.



1. Return to your Parent Portal and log-in.

Find your child's name in the left-side menu. Use the drop-down arrow to select the Magnet & Fundamental Program Application.

2. Review the information at the top. If corrections are needed, contact Student Assignment at studentassignment@pcsb.org or call 727-588-6210.

Welcome to the Magnet & Fundamental Program Application for the 2026-27 School Year!

Student Name Miguel Rodriguez	Local ID 123456789	Current Grade 11	Projected Grade 12	Home Address 1234 Main St, Clearwater, FL 34615
Parent/Guardian Name Miguel Rodriguez	Cell Phone (973) 973-123-4567	Current School Clearwater High School	City CLEARWATER	Zip Code 33764
Parent Email mrodriguez7@gmail.com	Work Phone	Zoned School Clearwater High School	Gifted No	ESE Status None
Birth Date 01/01/2008				

Please note that this data can only be changed at the school where the student is currently enrolled. Proof of address must be presented to change the address.

8. To claim a military transfer or staff priority, select the appropriate response using drop downs provided. If claiming staff, enter your full PCS work email address.

Are you entering PCS for the first time due to a military transfer? No v If yes, upload a copy of your military orders at the bottom of this page or e-mail them to dap@pcsb.org.	Are you a full-time PCS employee? No v	If yes, what is your PCS email address?	Do you work at the school you selected as your #1 choice? No v
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9. The **Magnet and Fundamental Programs** shown are those available based on your application area. Use the drop-down arrows to rank your choices from one to five. Your top choice should be ranked #1.

Note: Priorities apply **only** to your **#1** ranked choice.



Choose Programs
Please read the following information carefully before proceeding.

Based upon your address, you can apply for the programs listed below. If you do not see a program listed, it is outside of your application area, and you are ineligible to apply.

You may apply to one program or up to five programs.

Click on the dropdown arrows to rank your choices from one to five. Your top choice should be ranked #1. Please note, priorities are only applied to your top (#1) ranked choice.

Programs

Choice	Title	School	Program Description & Additional Requirements
▼	FUNDAMENTAL	Boca Ciega High School	Boca Ciega Fundamental provides a structured, family-oriented learning environment that promotes responsibility and self-discipline through daily homework, dress code, and active parent involvement. Transportation area: HS South

10. To claim a sibling priority, enter the **Sibling Full Name**, **Sibling Birth Date**, and **Sibling Student ID** for siblings currently attending the school you are applying to.

List Siblings at Applying Schools:
Will the student have a sibling attending the top ranked (#1) program during the 2026-27 school year? If yes, please enter the information below.

Each student must have their own individual completed application.

Enter the sibling full name, date of birth and Local Student ID.

Sibling Full Name	Sibling Birth Date	Sibling Student ID	Delete
	mm/dd/yyyy		X

11. If your child is not currently enrolled and you are applying for a Center for Gifted Studies or a high school Cambridge AICE or IB program, upload any required documentation. Note: You can email the Coordinator listed on the confirmation email the documentation.

For students new or returning to PCS, upload military transfer orders or gifted and high school AICE or IB eligibility documentation here.

Multiple documents may be uploaded or attached in an email to the program's coordinator.

12. Please read the additional information.

Important Dates:
To accept a Magnet & Fundamental Program offer, you must log in between 9 AM on February 10 and 5 PM on February 20, 2026.
Accepting a seat will decline all other offers and remove you from all other waitlists
Not accepting will keep your student on waitlists but forfeit any current Magnet & Fundamental Program offers.
All decisions must be finalized by 5 PM on Friday, February 20, 2026.

Transportation Information for Magnet & Fundamental Programs
Students living more than 2 miles from school may be eligible for Arterial Transportation (bus service along main roads with limited stops). For details, visit our Transportation website.
Students with curb-to-curb or specialized transportation listed in their IEP or Section 504 plan who accept a seat in a Magnet & Fundamental Program agree to waive that specialized transportation service.

13. Select **Submit** button or the **Submit & Print** button.



Transportation Information for Magnet & Fundamental Programs

Students living more than 2 miles from school may be eligible for Arterial Transportation (bus service along main roads with limited stops). For details, visit our Transportation website.

Students with curb-to-curb or specialized transportation listed in their IEP or Section 504 plan who accept a seat in a Magnet & Fundamental Program agree to waive that specialized transportation service.

14. Upon clicking **Submit** or **Submit & Print**, a pop-up window will appear with important arterial transportation and Magnet & Fundamental application acceptance information.

Possible 'Arterial Transportation' for students more than 2 miles from the school may be available via buses that operate on main roads with limited stops. Refer to our [Magnet & Fundamental website](#) for transportation information.

Students with curb-to-curb or specialized transportation on their IEP or Section 504 who accept a seat in an application program agree to waive such specialized transportation and agree to arterial bus transportation provided the student resides more than two miles from the application program school.

Remember, you must return to view and accept any Magnet/Fundamental offer(s) on your student's application between 9 AM February 10 through 5 PM on February 20, 2026. If at that time you are offered a magnet/fundamental seat for a student you must either accept that offer, which declines all others waitlist or not accept and remain on the waitlist for your other choices and lose that magnet/fundamental offer. Your decision to accept a seat must be completed before 5 pm on Friday, February 20, 2026.

15. Click **OK**, acknowledging you have read and agreed to the terms and conditions of the application process, to submit the application and receive a confirmation email.