

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
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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.

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