

HOW TO ENROLL YOUR NEW STUDENT

- 1 CREATE A NEW PARENT ACCOUNT**
Visit <https://focus.pcsb.org/focus/auth/> to create a new parent account.
- 2 FIND YOUR SCHOOL**
Zoned Schools are based on your home address. Find your child's zoned school at <https://www.pcsb.org/zone>.
- 3 RESERVE A SEAT**
Log into <https://focus.pcsb.org/> with the username and password that you created and make a reservation.
- 4 ENROLL AT YOUR SCHOOL**
The final step is to visit the assigned school to deliver the required documents and fill out a registration packet.

AVOID THE FIRST DAY OF SCHOOL PAPERWORK PILE-UP!
Many of your student's important forms like clinic cards, code of conduct letters, media release forms and more can be completed online at [pcs b.org/backtoschoolforms](https://www.pcsb.org/backtoschoolforms).

REQUIRED ENROLLMENT DOCUMENTS

- Birth Certificate**
All students new to Pinellas County Schools must present proof of identity/age. For other items that may be accepted as legal evidence of birth, please contact the school.
- Proof of Residency**
Present two of the following items: utility bill; rental agreement/lease; closing document; Pinellas County tax statement with homestead exemption. If you do not have these items in the name of the parent or guardian, you must complete an Affidavit of Residency.
- Florida Certificate of Immunization**
All new students entering school in Florida for the first time must have a completed Florida Certificate of Immunization (DOH 680) appropriate for their grade level.
- Physical Examination Certificate**
Must have a school health examination certificate signed by a licensed examiner issued within 12 months prior to enrollment/registration.
- Child's Report Card**
This is for students entering grades 1-12. If available, the report card should include the school's address and phone number.
- Child's Social Security Number**
The students SSN is requested but not required.
- Individual Education Plan**
If the student participates in exceptional student education, they must have an IEP.