



Student Assignment Process

Change of Address

Planning to move?

According to the Code of Student Conduct, if you have moved over the summer or will move during the school year, parents are required to give the school their new address within five days of their move.

If the school discovers that you have moved and you have not told them, your child could be considered to be “found out of that school’s attendance area.” This could mean an immediate change of school for your child and your child could be deemed ineligible for athletics and other school activities.

Follow these easy steps to update your address and to keep the district informed.

Steps to change your child’s address during the school year:

1. Log in with your User ID and Password to the [Student Reservation System](#)
2. Click on **Change of Residence Address** link and follow the steps.

Proof of Residence Requires two of the following items: utility bill for power, water, cable, sewer or land-based telephone (not cellular); rental agreement or lease; closing document; Pinellas County tax statement with homestead exemption. The items must be recent and include the name of the parent/guardian and the service/home address.

Special Attendance Permit (SAP) - For Out-of-County Residents

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 this county, s/he may apply for an exception known as a Special Attendance Permit (SAP). The student must complete a **Special Attendance Permit Application (PCS Form 4-302)**. Special Attendance Permit requests will be accepted for both the current school year and the next school year.

Special Attendance Permit Application (PCS Form 4-302)

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. Students granted a Special Attendance Permit may remain at the assigned school through the highest grade. There is no longer a requirement to re-apply annually.

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

* No student residing in the district may be displaced by a student from another district.

Additionally, the following preferential treatment will be provided through the Special Assignment Request and Special Attendance Permit processes;

1. dependent children of active-duty military personnel whose move resulted from military orders;
2. students who have been relocated due to a foster care placement into another school zone;
3. students who move to another school zone due to a court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent.

HEAT (Helping Educate All in Transition)

The HEAT program serves students from birth to twenty-one years of age who are eligible to receive services under the federal McKinney-Vento Act. All schools (including Charter schools) have a designated HEAT representative who can assist with the educational needs of students experiencing homelessness.

HEAT supports include collaborating with the schools and district offices and referring families and students to various community programs and services. The program is funded by Title I, Part A Set-Aside funds and supplemented with a Title IX, Part A McKinney-Vento (MVA) grant. The HEAT program supports students under the department of Student and Community Services.

If any of the situations below describe your current situation, then your child(ren) will qualify for MVA supports:

McKinney-Vento Act definition of homeless:

Any child or youth (Pre-K-12th grade) who lacks a fixed, regular, and adequate nighttime residence:

- Living in emergency or transitional shelters, FEMA Trailers, abandoned in hospitals.
- Sharing in the housing of others due to loss of housing, economic hardship or a similar reason; doubled-up.
- Living in cars, parks, temporary trailer parks, or campgrounds, due to a lack of alternative adequate accommodations, public spaces, abandoned buildings, substandard housing, bus or train stations, public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
- Living in hotels or motels.

Unaccompanied Homeless Youth

Any child or youth who meets the definition of an individual experiencing homelessness and is not in the physical custody of a parent or guardian.

Click on the link below to apply:

[Enrollment Form/Residency Questionnaire 2021-22](#)

If you have any questions or concerns, please don't hesitate to contact your child's School Counselor or Administrator.