

Online Enrollment Guide

Register your student online.

Getting started:

- ✓ Visit akronschools.com and click the Enrolling Students button.
- ✓ Select New Student Registration.
- ✓ Enter your email address and a password to create an account.
- ✓ Follow the steps in this guide to complete your registration.

1 Gather the following required enrollment documents.

- Student's birth proof
- Student's immunization record
- Two documents proving residency (*must not be older than 60 days*): Utility bill, bank statement, government documents, lease, rental agreement or postal change of address
- Parent/guardian photo ID
- Custody papers (*if applicable*)
- Individualized Education Program (IEP) or Evaluation Team Report (ETR) (*if applicable*)

2 Enter the name and birthdate of the student you are registering.

3 Review the online enrollment instructions.

4 Click "next" and begin filling out the online form.

Please note: all fields marked "required" throughout the form must be filled in to complete registration. Use the menu on the left side of the screen to move between the different sections of the form.

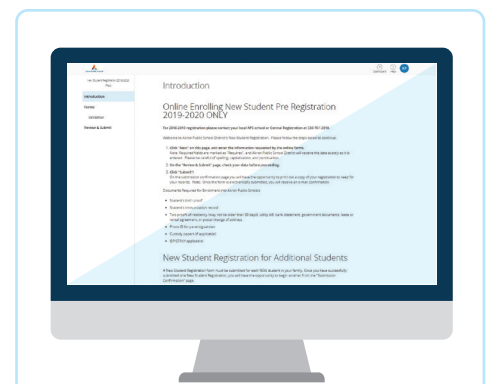
5 Once you have filled out all the required fields, you will arrive at the agreements page. Please **read through the agreements and select "I agree" for each agreement** to move forward.

6 Upload each required document.

You can upload a scanned copy or simply take a picture of each document. Once you have uploaded each document in the appropriate place, click "next" at the bottom of the page.

7 Complete the electronic signature,

confirming the information you have supplied is accurate. Click "next" to review the entire form. Any required fields that you have not completed will be displayed here. Click "edit" to complete each missed field. Press the submit button to complete your student's enrollment. A submission confirmation page will appear. From this page, you can begin registration for another student. Please note: a new student registration form must be submitted for each new student in your family.



NEED HELP?

Call Central Registration
330.761.2810

Don't have internet access?

Come to the
APS Engagement Center
at 10 N. Main St.
to complete your registration
on one of our kiosks!



Akron Public Schools.

10 N. Main St., Akron, OH 44308

akronschools.com