

## Online Enrollment Guide

### Register your student online.

#### Getting started:

- ✓ Visit [akronschools.com](http://akronschools.com) and click the Enroll button at the top of the page.
- ✓ Select New Student Registration.
- ✓ Click on the Create Account button and enter your email address and a password.
- ✓ 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.

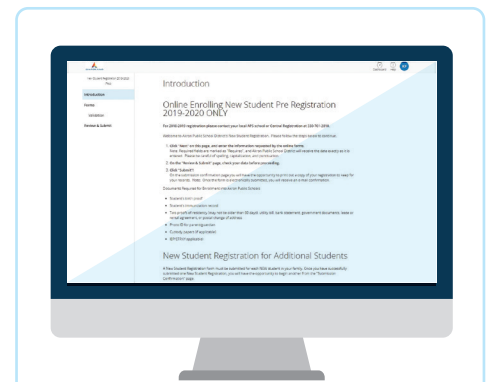
#### 5 Once you have filled out all the required fields, you will arrive at the agreements page. Please **read through the agreements and select "I agree"** for each agreement to move forward.

#### 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](http://akronschools.com)