

Returning Student Information Guide

Update your returning student's information online.

Getting started:

- ✓ The returning student form is now located in Home Access Center.
- ✓ Please visit akronschools.com/home_access_center for directions on how to access your child's returning student form.
- ✓ Follow the steps outlined in this guide to complete your registration.

1 If you have moved in the past year, you will need to provide two documents proving residency (*must not be older than 60 days*). Make sure you have these documents with you before you begin registering. Options include:

- Utility bill
- Bank statement
- Government documents
- Lease
- Rental agreement
- Postal change of address

2 Enter your email address and a password of your choice to create your account. You will use this account each year to complete the online form for each child attending Akron Public Schools.

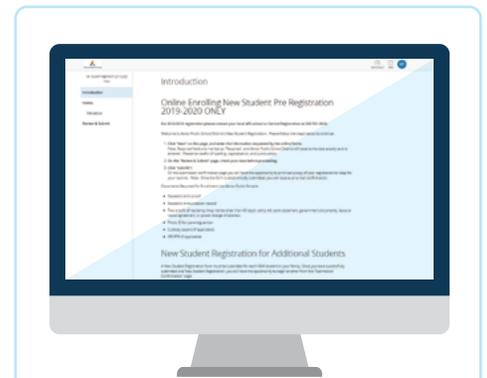
3 Review the online returning student registration instructions.

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 If you have entered an address that is different than the address we have on file, a document upload field will appear for you to upload the two documents proving residency. 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 portion, 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 registration. A submission confirmation page will appear. From this page, you can begin registration for another student. Please note: a returning student registration form must be submitted for each returning 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