

ONLINE ENROLLMENT GUIDE

**Register your
Student Online**

Getting Started:

- Visit www.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 password.
- Follow the steps in this guide to complete your registration.

1



Gather the following required documents.

- **Child's official birth certificate**
- **Child's immunization record**
- **Two proof-of-residency documents** for the parent/guardian (Proof of residency is any "official" mail coming to the parent/guardian's address that includes their name, address and a current date.)
 - The first proof of residence must be one of the following:
 - utility bill (within 60 days)
 - lease/rental agreement
 - home sales agreement
 - The second proof of residence can include any of the following:
 - bank statement
 - personal bill
 - postal change of address
 - current pay stub
 - local, state or federal document

***Please note that "junk" mail will not be accepted.*

- **Photo ID for parent/guardian**
- **Custody papers** (if there has been a divorce from a birth parent or a custody issue of any kind)
- **IEP and ETR** (if the current IEP/ETR was issued by any other school or district, other than Akron Public Schools)

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



Read through the agreements

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.

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 Engagement Center
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!**