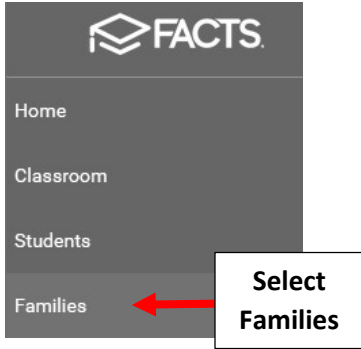
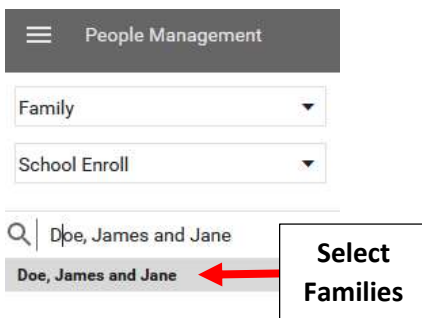


Combine Siblings into One Family in FACTS SIS

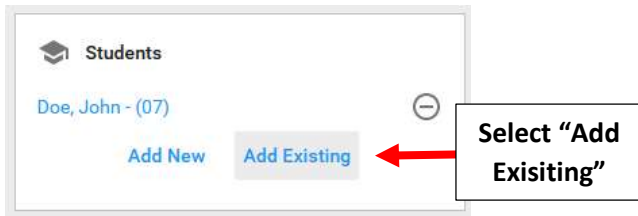
Once logged into FACTS please select **Families** from the Left Side Menu



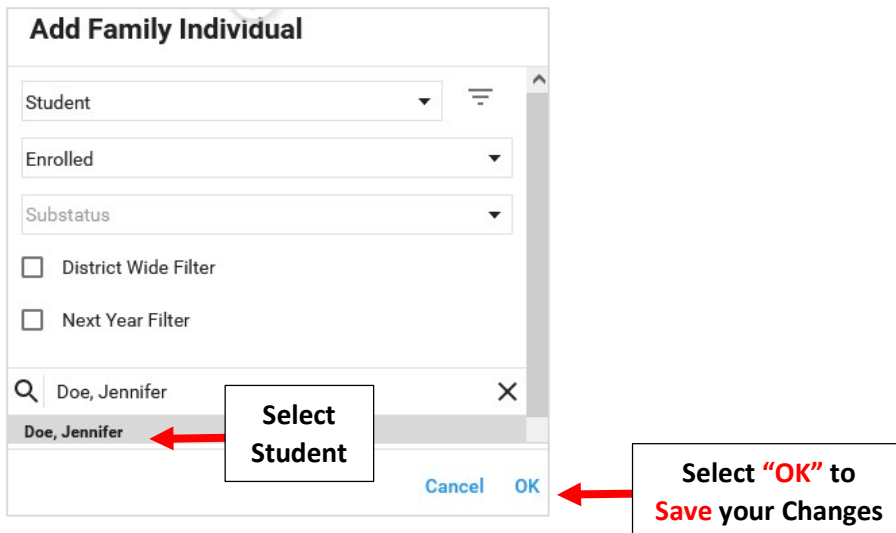
Select Family Name from Family List




On the Student Tile Select "Add Existing"







Select the Student to "Add" to an Existing Family. Select "OK" to Save your Changes




Student will appear in "Student Tile" for Family


Doe, James and Jane 

 **Family Individuals** 

James Doe 
Jane Doe 

[Add New](#) [Add Existing](#)

 **Students**

Doe, Jennifer - (02) 
Doe, John - (07)

[Add New](#) [Add Existing](#)

Select **"OK"** to
Save your Changes