# **Entering HS Placement Information in FACTS SIS**

### From the Main Menu please select Students



### Select Student and then Select User Defined Field from Right Side menu



User Defined	
User Defined Groups	
Additional Student IDs	
Additional Student Information	Select Additional Student Information
NCEA Data Bank Summary	

#### **Select Field and Enter Information**

Jser Defined		
User Defined Groups Select a User Defined Group Additional Student Information Additional Student Information C HS Scholarship Amt Recvd	· · · · · · · · · · · · · · · · · · ·	
HS Planned		Enter Information
Immigrant	6/1024	

## Select Save to Save your Changes

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