## Once logged into FACTS please select "Students" from the Left Side Menu



Will Default to Enrolled Students, Select All to list Pre-Enrolled and Select Student to Update

Student	Select A	All to View Pre-		
All	Enrol	Enrolled Students		
Substatus				
District	Wide Filter			
Next Ye	ear Filter			
Q Search	by name			
Doe, John	Sele	ct Student		

Select "School" from the Right Side Menu. Enter the Public School District and Select Save to Save your Changes

## \*See Document "Locate NYC District Codes for FACTS SIS" for list of District Codes\*

GENERA	L ENROLLMENT HISTORY	OTHER SCHOOLS	LOCKERS	Medical
)ther Schools			-	P/T Conference
ne Other Schools area disp hool/district the student w	lays the information about the ould be attending if he or she	schools previously attend were not attending your s	ded by the student, and the public chool.	Religion
				Report Card
Public School Marria		Public School Listrict	1 Select	Schedule
Pablic School Marrie		\$42800	School	School
Public School County	2.   Pub	Enter the		Service Hours Tracking
	F UD			Transcript
		3. 5 Save	Select Save to	Transportatio
		Jave	your changes	User Defined