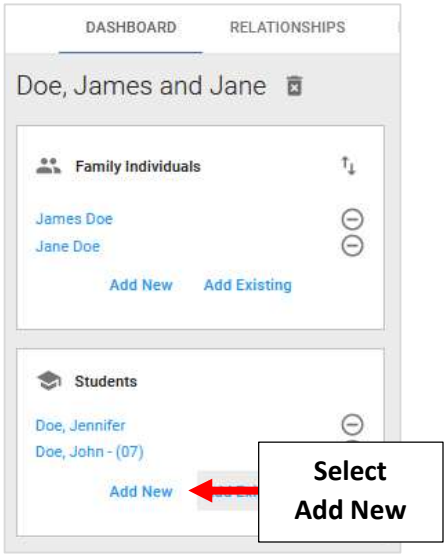
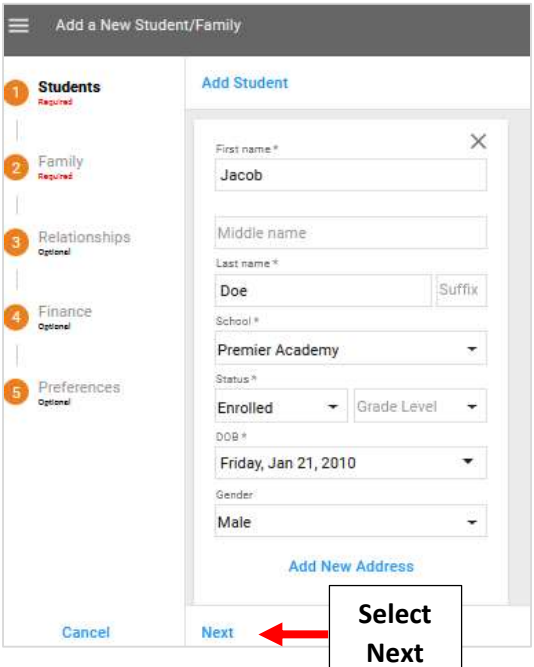
Entering a New Student to an Existing Family

Once logged into FACTS please select "Family" from Main Menu and Select Family to Add Student To

Under Student Tile Select "Add New"



Step 1: Enter Student Name, select Status and Grade from Dropdown, enter Student's Date of Birth and select Gender from Dropdown. Select "Next"

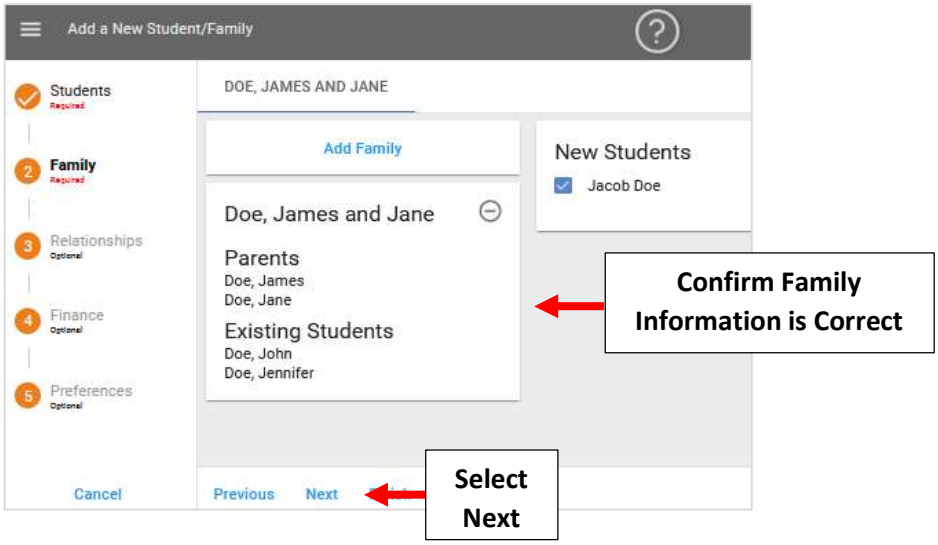


Enter Student Name

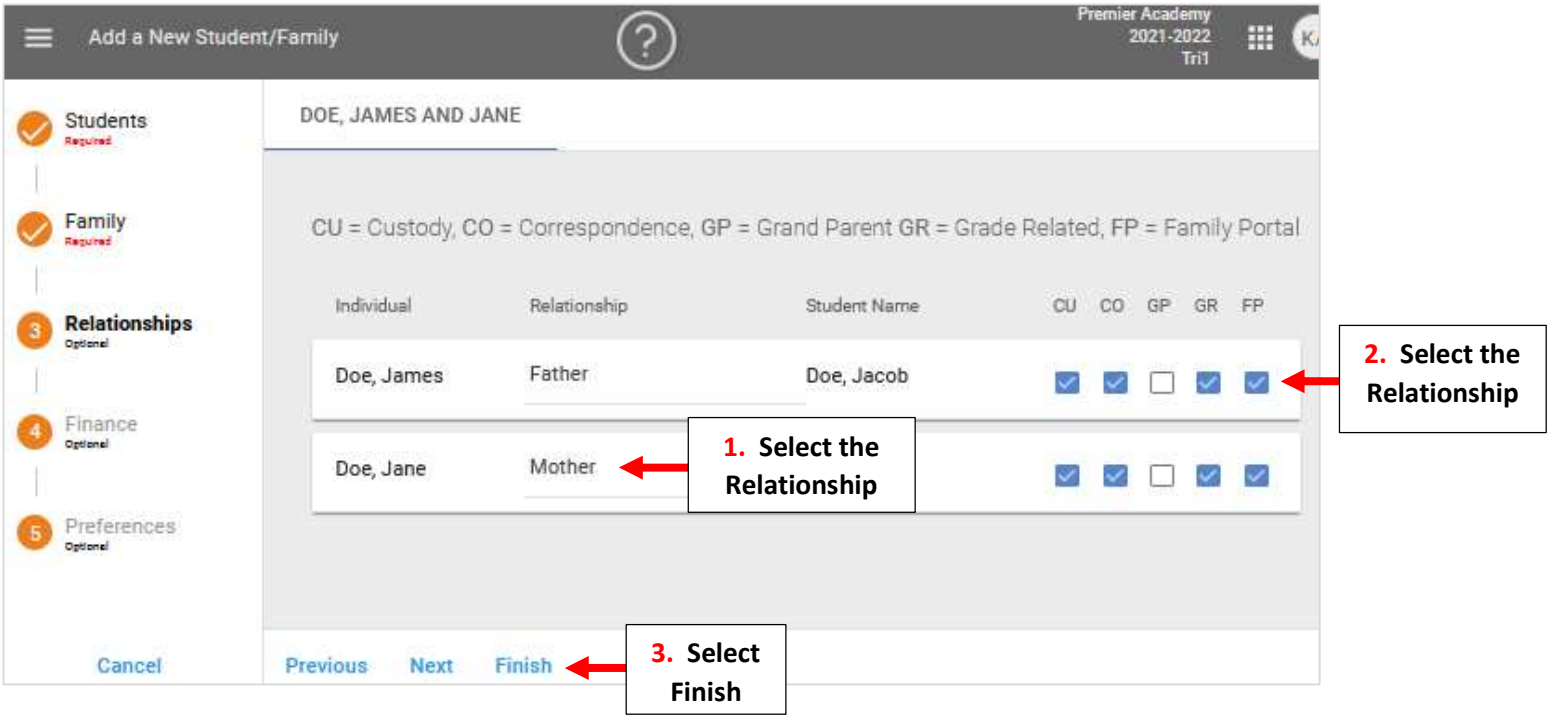
Select Status and Grade from Dropdown

Enter Student's Date of Birth and select Gender

Step 2. Confirm Family Information is Correct and Select Next



Step 3 Relationships: Enter Relationship for EACH Parent i.e. Mother, Father. Select the "Relationship" each individual has to each student. The options available are:

1. **CU - Custody: legally responsible for the student**
2. **CO - Correspondence: receive emails and mail outs from the school regarding the student**
3. **GP - Grandparent: non-custodial grandparent. It is possible to print mailing labels based on the individuals selected as Grandparent**
4. **GR - Grade Related: report card access via email and Family Portal. Custodial parents may receive report cards through the Communications area if this option is not selected. If printing or emailing report cards from Report Manager, only parents with this option selected will receive report cards**
5. **FP - Family Portal: access to the student's information in Family Portal. The parent must have a Family Portal account**

Select Finish