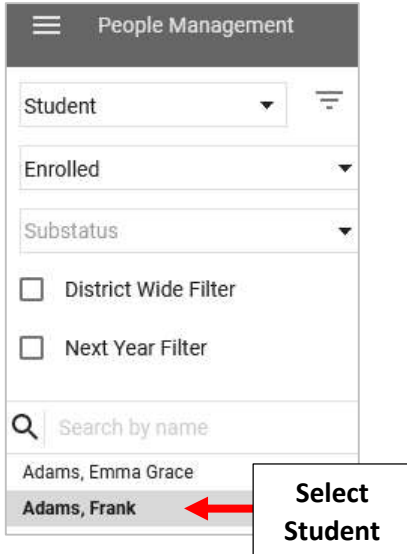
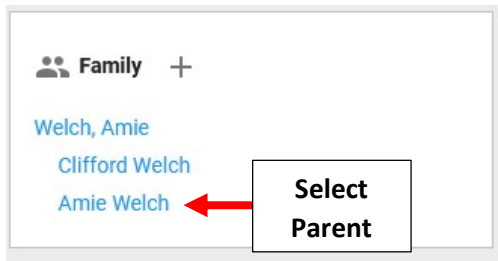


# Marking a Parent Deceased in FACTS SIS

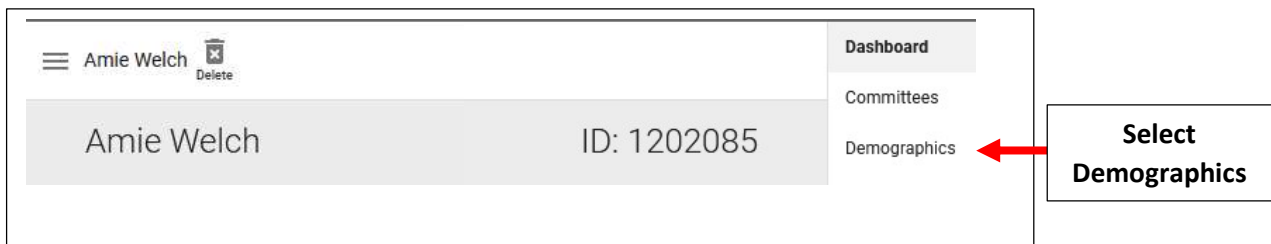
Once logged into FACTS please Select **Students** from the Main Menu and **Select Student** to Update



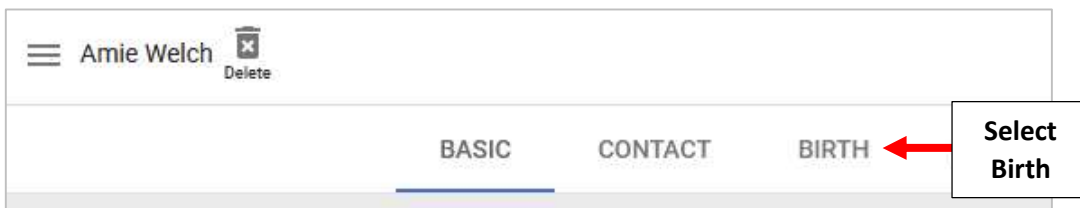
Select **Parent** from the **Family Tile**



Select **Demographics**



Select **Birth**



Select **“Mark as Deceased”** and Select **Save** to **Save** your Changes

Birth


DOB  Gender  Citizenship

Birth City  Birth State  Birth Country

First Language  Race  Ethnicity

Marital Status

Select **“Mark as Deceased”** → [Mark as Deceased](#)

 Select **Save** to **Save** your Changes

Select **“Mark as Deceased”**

**Mark as Deceased**

Marking the Family Individual as Deceased will remove all contact information along with emergency contact and pick up designations.

Are you sure you want to Mark as Deceased?

[Cancel](#) [Mark as Deceased](#)

Select **“Mark as Deceased”**

Parent will now **Display as Deceased** on the Family Tile

 Family +

Welch, Amie

Clifford Welch

Amie Welch (deceased)

**Displays as Deceased**

