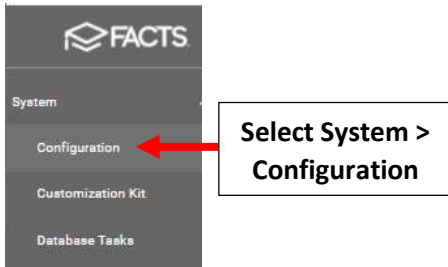
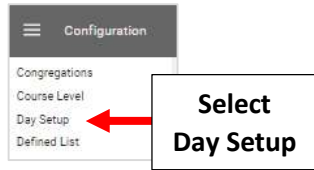


Enter Days Off in FACTS SIS

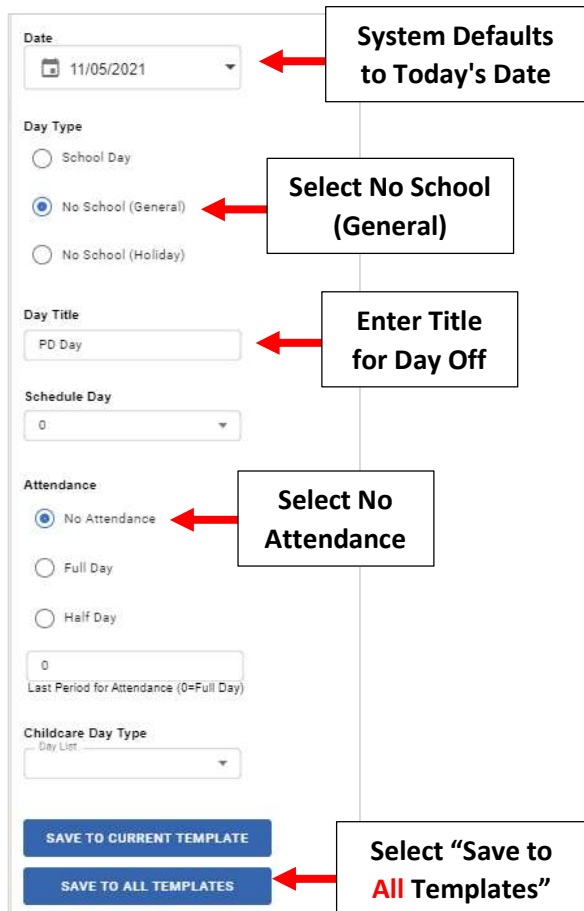
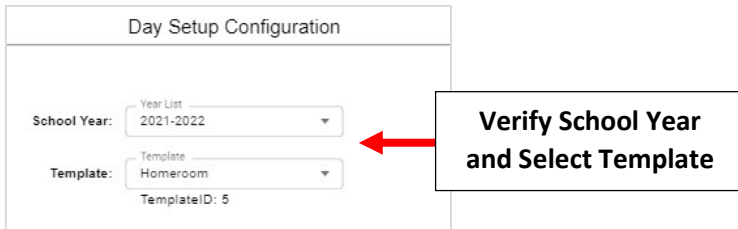
Once logged into FACTS please select **System > Configuration** from the Left Side Menu



Select **Day Setup**



Verify **School Year** and Select **Template**



To View a List of Days Off please go to **Report Manager > Administration > Year and Term Report**

11/01	Mon	Y	Y	38	38	
11/02	Tue	Y	Y	39	39	
11/03	Wed	Y	Y	40	40	
11/04	Thu	Y	Y	41	41	
11/05	Fri	N	N			All Templates:PD Day
11/06	Sat	N	N			
11/07	Sun	N	N			
11/08	Mon	N	Y	42	42	
11/09	Tue	N	Y	43	43	
11/10	Wed	N	Y	44	44	
11/11	Thu	N	N			Veteran's Day (No School)
11/12	Fri	N	Y	45	45	

**Day Off
Listed**



To