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



Select Grid Edit

Student		Ŧ	
Enrolled		_	
Enrolled			
Substatus		•	
District Wide Filte	er		
Next Year Filter			
O Saarch hy name			
Search by harne			
_Doe, John		^	
_Doe, John Abraham, George		Î	
_Doe, John Abraham, George Allison, Gabrielle			
_Doe, John Abraham, George Allison, Gabrielle Allison, Sebastian		*	
_Doe, John Abraham, George Allison, Gabrielle Allison, Sebastian Alvarado, Hannah			
_Doe, John Abraham, George Allison, Gabrielle Allison, Sebastian Alvarado, Hannah Alvarado, Theodore		*	Select

Select "Add Fields"



Place a Checkmark next to Fields to Add. Select Arrow to Move Fields from Left to Right. Select Add Fields

Add Fields		×	
Available 2. Select Arrow to Move Fields from Left to Right	Selected * Ethnicity	Q	
Preferred Name Public School County Select	>> Gender		
Public School District Fields to Add Public School Name	«		
Public School State School UD ID State			
State Reduced Lunch Program Records: 104	Records: 2		
	Ca	ncel Add Fields	3. Select Add Fields

****Please Note: Save Often to Avoid Loss of Data Entered****

Enter Missing Data into Blank Fields, once Entered Save Button will Turn from Gray to Blue. Select Save to Save Changes

← Back Grid Edit Choose a Template — Unsaved templat	s 🔹 Save as template	C Save Save Save Changes
Students Name	Ethnicity Gender	Public School Distri
Abernathy, Baby	Female	33030
Abraham, Sam	Male	33030
Adams, Frank		1. Enter Missing Data into Blank Fields
Adams, John	Male	33030
Akins, Maggie	Female	33030

****Please Note: Save Often to Avoid Loss of Data Entered****