Updating Public School District "District of Residence" Using Grid Edit

Once logged into FACTS please select Students from the Left Side Menu
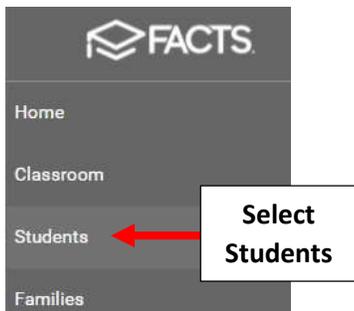
Select Grid Edit
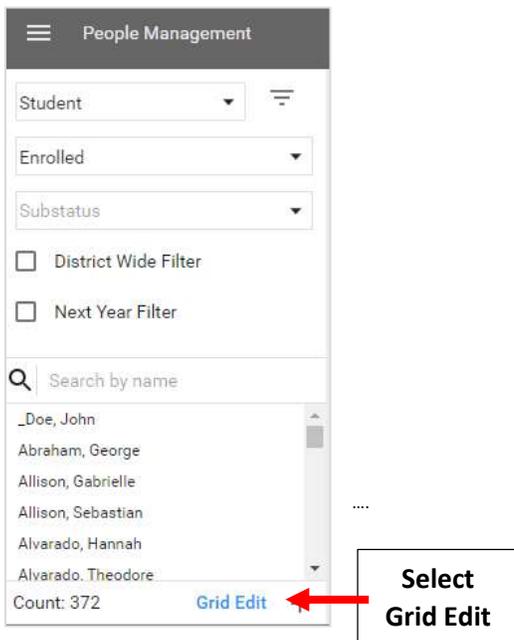
Select "Add Fields"
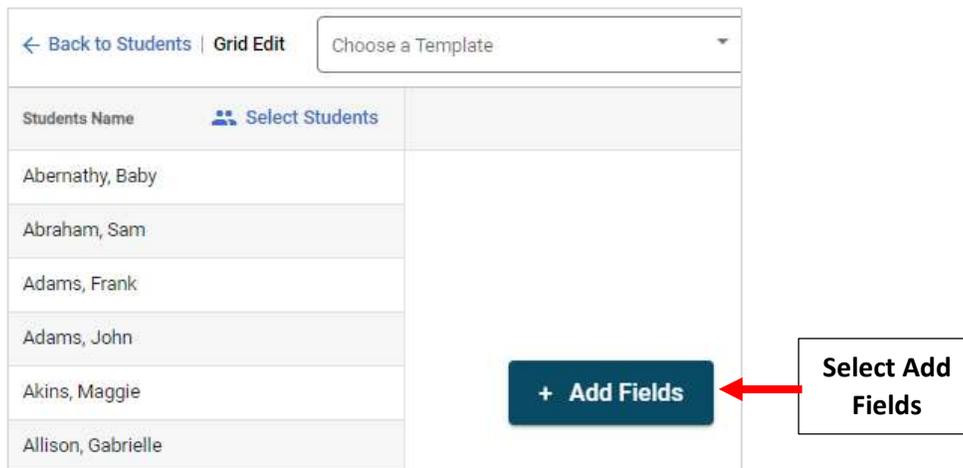
Place a Checkmark next to Fields to Add. Select Arrow to Move Fields from Left to Right.   Select Add Fields

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

Please Note: Save Often to Avoid Loss of Data Entered