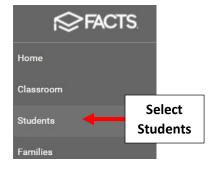
## Once logged into FACTS please select Students from the Left Side Menu

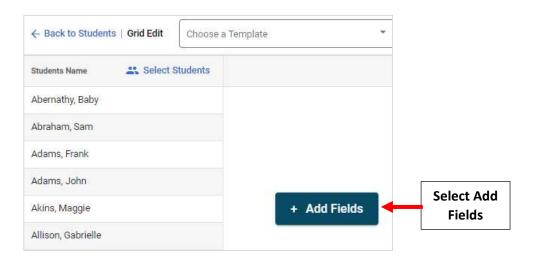


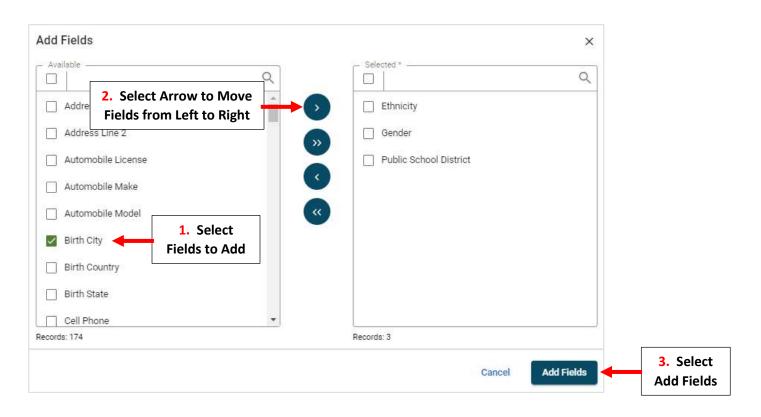
\*\*Please Note: Save Often To \*\* Avoid Loss of Data Entered

## Select Grid Edit

😑 People Managemer	nt
Student 👻	Ŧ
Enrolled	•
Substatus	•
<ul><li>District Wide Filter</li><li>Next Year Filter</li></ul>	
Q Search by name	
_Doe, John Abraham, George	
Allison, Gabrielle Allison, Sebastian	
Alvarado, Hannah Alvarado, Theodore	- Select
Count: 372 Grid E	

## 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	•	Save as template	C Start Over	- Couro	Select Save to ave Changes
Students Name	K Select Students	Ethnicity	Gender	Public School Distri		
Abernathy, Baby			Female	33030		
Abraham, Sam			Male	33030		7
Adams, Frank				33120	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**\*\*