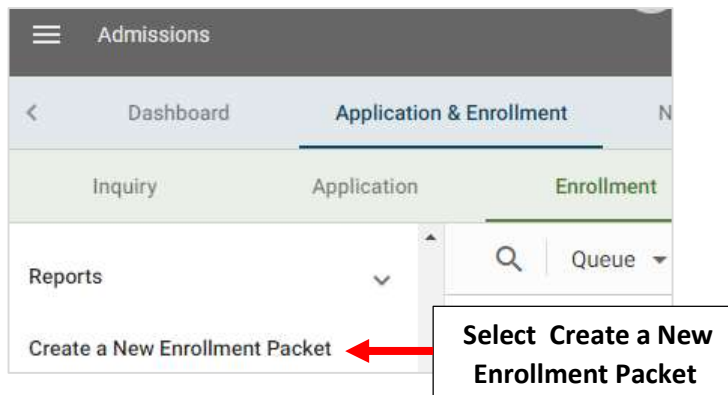# Copy Enrollment Packet in FACTS SIS

Please Note: New School Year <u>MUST</u> be Created before a New Enrollment Packet is Created

Once logged into FACTS please select Admissions > Application and Enrollment and Select Enrollment

1. **Select Application & Enrollment**

2. **Select Enrollment**

Select Create a New Enrollment Packet

Select **Create a New Enrollment Packet**

Select Previous Year's Enrollment Packet under Copy Existing Enrollment Dropdown. Enter New Enrollment Packet Name, Verify <u>New</u> School Year is Selected and Select Create New Enrollment Packet

1. **Select Previous Year's Enrollment Packet**

2. **Enter New Enrollment Packet Name**

3. **Select New School Year**

4. **Select Which Students Enrollment Packet Applies To**

Place Check Mark by Enrollment Responsible Parent under Packet Type.   Check both Admission Status and Reenrollment Status. This will Automatically Mark the Enrollment Packet Finished when it is Submitted by Parent.
Select Create New Enrollment Packet to Save Changes

Packet Type: To be filled out by:
- ● Enrollment Responsible Parent
- ○ Secondary Parent (Typically a signature-only packet)

Check both Admission Status and Reenrollment Status

Admissions Status: ☑ Mark Admissions Status as Finished when Enrollment Packet is submitted.
(only applicable if "New Students" is selected above for Enrollment Type)

Reenrollment Status: ☑ Mark Reenrollment Status as Finished when Enrollment Packet is submitted.
(only applicable if "Returning Students" is selected above for Enrollment Type)

Enrollment Fee Waived: ☐ Parents will not make enrollment fee payment at time of submission

Create New Enrollment Packet ← **Select Create New Enrollment Packet**

Select Grade Levels to Include in Enrollment Packet and Select Save to Save Changes

2024-2025 Enrollment Packet

Grade Levels for Enrollment Packet

Grade Level(s):
- ☑ 01
- ☑ 02
- ☑ 03
- ☑ 04
- ☑ 05
- ☑ 06
- ☑ 07
- ☑ 08
- ☑ K
- ☐ PK3
- ☐ PK4

1. Select Grade Levels

Save ← **2. Select Save to Save Changes**

Please Note: To Access Enrollment Packet it Must First be Turned "ON"

To **Turn On** New Enrollment Packet Set **Both** In-Progress and New Enrollment Packets to **"On"**.   To **Prevent** Parents from creating a New Enrollment Packet, Set **Both** In-Progress and New Enrollment Packets to **"OFF"**.   Select **Save** to **Save** Changes
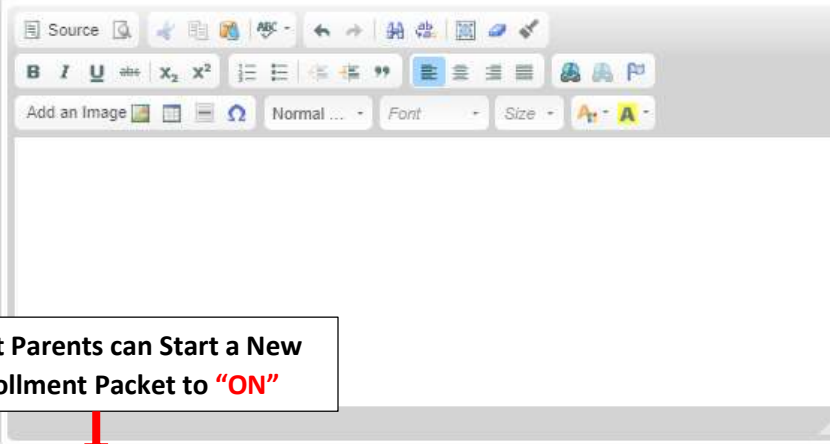
1. Set Parents can continue working with an In Progress Enrollment Packet to **"On"**

2. Set Parents can Start a New Enrollment Packet to **"ON"**

3. Select **Save** to **Save** Changes

To **Close** the **Previous Year's** Enrollment Packet, Select the Enrollment **Packet**

Select Enrollment Packet

Select **Controls.**

Select Control

Set Both In-Progress and New Enrollment Packets to "OFF". Select Save to Save Changes

2024-2025

Controls

Select "Off"

In-Progress Enrollment Packets: ☐ ON - Parents can continue working with an In-Progress enrollment packet.
☑ OFF - Parents cannot continue working with an In-Progress enrollment packet.

When OFF, display this text when parents try to edit an In-Progress enrollment packet:

Note: you can use **school_year** to display this packet's school year to parents.

Saint Saviour Catholic Academy is not currently accepting online enrollment packets.

Start Enrollment Packets: ☐ ON - Parents can start new enrollment packets.
☑ OFF - Parents cannot start new enrollment packets.

Select "Off"

You will now need to Update the Instructions and Resource Form.

Select the School Year and the New Enrollment Packet to Edit

1. Select the School Year

Settings

2022-2023 ▸

2023-2024 ▸   Enrollment Packet (enroll resp.)

2. Select an Enrollment Packet to Edit

Select Instructions and Resources

Form Selection
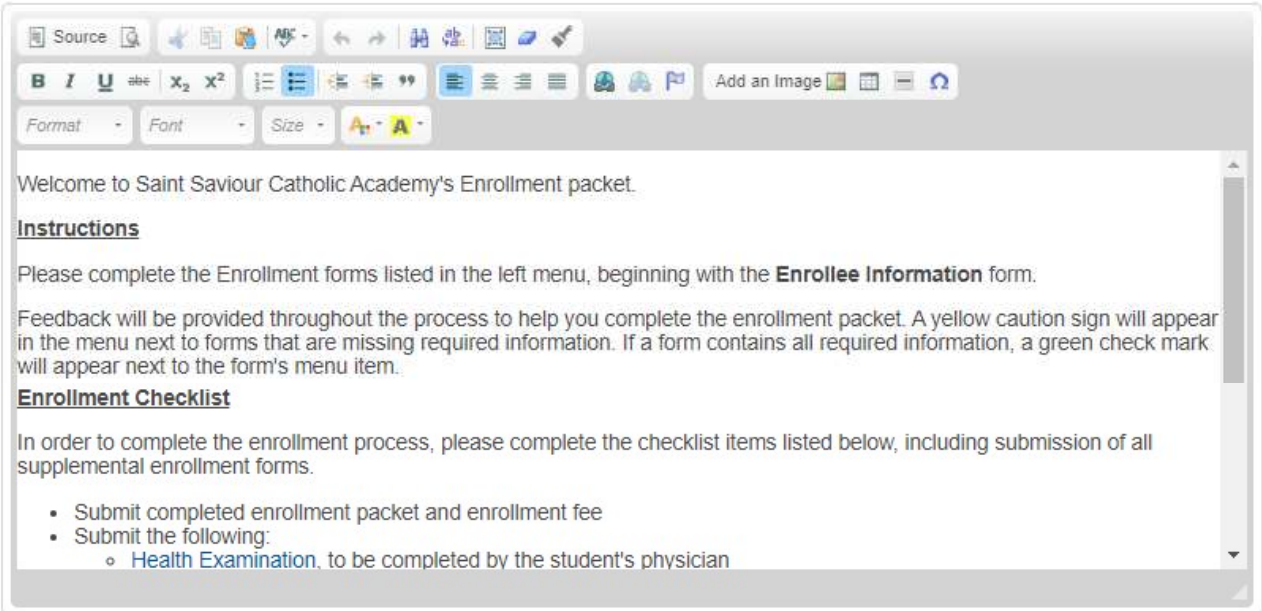
Edit List

Instructions & Resources

Applicant Information

Select Instructions and Resources

Please Read through your Instructions and Make Sure all Dates, Names etc. are correct.

2024-2025

Instructions and Resources

View Seed Content Provided by FACTS SIS

Welcome to Saint Saviour Catholic Academy's Enrollment packet.

Instructions

Please complete the Enrollment forms listed in the left menu, beginning with the **Enrollee Information** form.

Feedback will be provided throughout the process to help you complete the enrollment packet. A yellow caution sign will appear in the menu next to forms that are missing required information. If a form contains all required information, a green check mark will appear next to the form's menu item.

Enrollment Checklist

In order to complete the enrollment process, please complete the checklist items listed below, including submission of all supplemental enrollment forms.

- Submit completed enrollment packet and enrollment fee
- Submit the following:
    - Health Examination, to be completed by the student's physician

Once Completed, Select Save to Save your Changes

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