

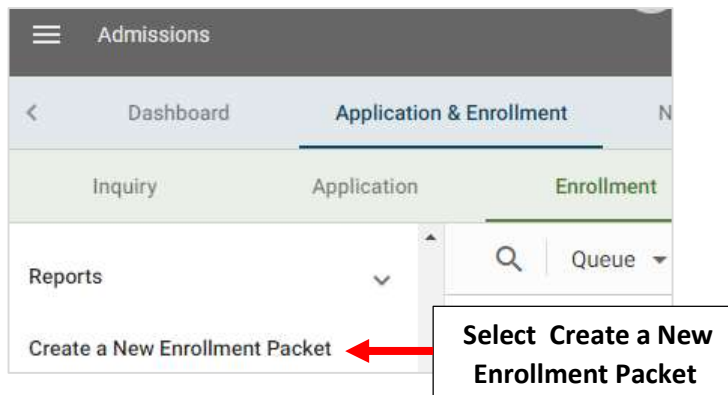
Copy Enrollment Packet in FACTS SIS

****Please Note: New School Year MUST be Created before a New Enrollment Packet is Created****

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



Select **Create a New Enrollment Packet**



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

Create a New Enrollment Packet

1. Select Previous Year's Enrollment Packet

Copy Existing Enrollment Packet: 2023-2024 Enrollment Packet

* New Enrollment Packet Name: 2024-2025 Enrollment Packet

2. Enter New Enrollment Packet Name

School Year: 2024-2025

3. Select New School Year

* School: District Wide

Enrollment Type(s): Select which enrollment types this packet applies to. At least one is required.

Returning Students

New Students

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

The screenshot shows a form titled "Packet Type: To be filled out by:". It has two radio button options: "Enrollment Responsible Parent" (selected) and "Secondary Parent (Typically a signature-only packet)". Below this are two checked checkboxes: "Admissions Status: Mark Admissions Status as Finished when Enrollment Packet is submitted. (only applicable if 'New Students' is selected above for Enrollment Type)" and "Reenrollment Status: Mark Reenrollment Status as Finished when Enrollment Packet is submitted. (only applicable if 'Returning Students' is selected above for Enrollment Type)". There is also an unchecked checkbox for "Enrollment Fee Waived: Parents will not make enrollment fee payment at time of submission". At the bottom is a blue button labeled "Create New Enrollment Packet".

Callouts include a box on the left pointing to the "Admissions Status" and "Reenrollment Status" checkboxes with the text "Check both Admission Status and Reenrollment Status", and a box on the right pointing to the "Create New Enrollment Packet" button with the text "Select Create New Enrollment Packet".

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

The screenshot shows a form titled "2024-2025 Enrollment Packet" with a sub-section "Grade Levels for Enrollment Packet". It contains a list of grade levels with checkboxes: 01, 02, 03, 04, 05, 06, 07, 08, K, PK3, and PK4. The checkboxes for 01 through 08 and K are checked. At the bottom is a blue button labeled "Save".

Callouts include a box on the right pointing to the checked checkboxes with the text "1. Select Grade Levels", and a box at the bottom pointing to the "Save" button with the text "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**

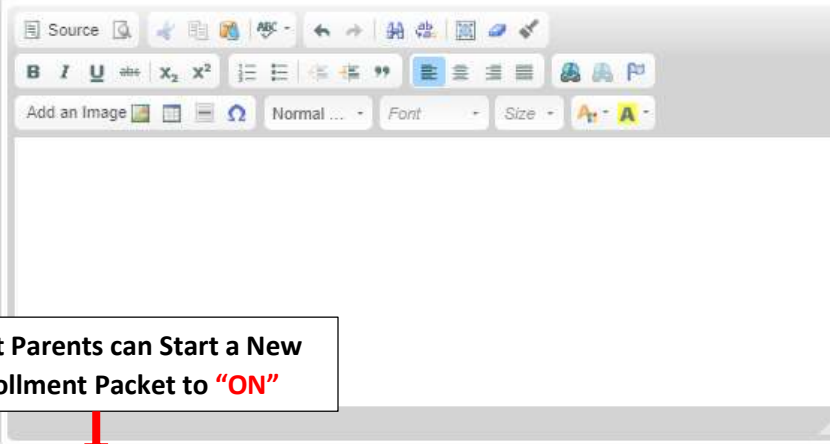
2024-2025

1. Set Parents can continue working with an In Progress Enrollment Packet to "On"

Controls

In-Progress Enrollment ON - Parents can continue working with an In-Progress enrollment packet.
Packets: 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.*



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

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

3. Select Save to Save Changes

Save

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

2022-2023 ▶ Packet Settings

2023-2024 ▶ Enrollment Packet (enroll resp.)

Select Enrollment Packet

Select **Controls**.

2023-2024 - Enrollment Packet ▼

Enrollment Packet Settings

Grade Levels for Packet

Controls

Select Control

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

2024-2025

Controls

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.

Annotations: A box labeled "Select 'Off'" with a red arrow points to the "OFF" radio button for "In-Progress Enrollment Packets". Another box labeled "Select 'Off'" with a red arrow points to the "OFF" radio button for "Start Enrollment Packets".

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**

2. Select an Enrollment Packet to Edit

2022-2023 ▾ Settings

2023-2024 ▾ Enrollment Packet (enroll resp.)

Annotations: A box labeled "1. Select the School Year" with a red arrow points to the "2023-2024" option in the dropdown. A box labeled "2. Select an Enrollment Packet to Edit" with a red arrow points to the "Enrollment Packet (enroll resp.)" option.

Select Instructions and Resources

Form Selection

Edit List

Instructions & Resources

Applicant Information

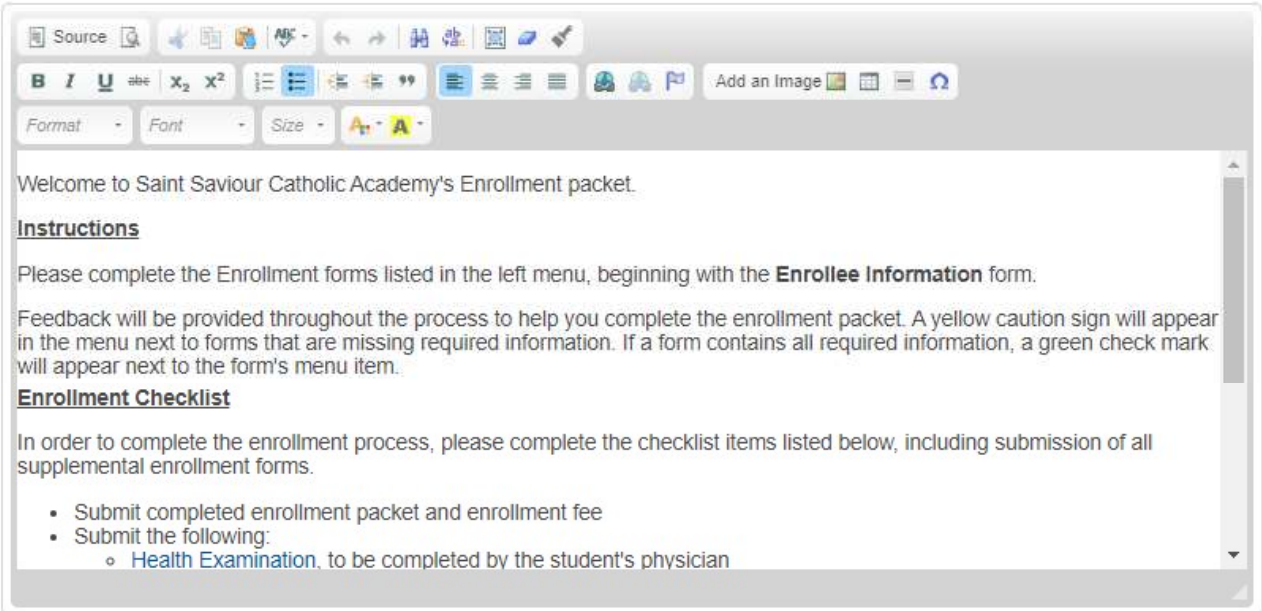
Annotations: A box labeled "Select Instructions and Resources" with a red arrow points to the "Instructions & Resources" option.

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

