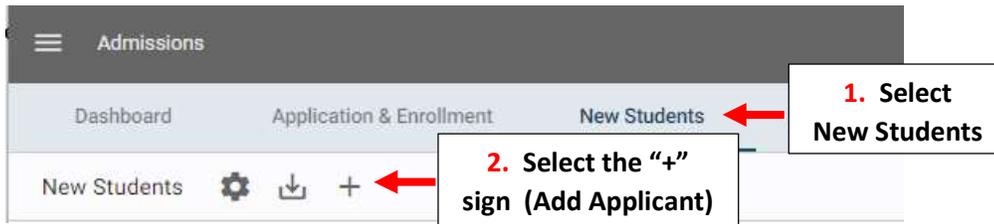


Convert an Inquiry to a Paper Application in FACTS Admissions

Step 1: Create Paper Application

From the Main Menu please select **Admissions > New Students > Select the "+" sign (Add Applicant)**



Select **Grade** from Grade Dropdown. Select **"Inquiry Student-Paper Application"**. A Student's can be entered as **New** to the School or **Linked** to a Sibling*

The 'Applicant Filters' form includes fields for School (Premier Academy), Year (2024-2025), Grade (06), Student Type (Inquiry Student - Paper A...), Inquiry Students List (Kilgore, Suzie), and Student Link (No). A red arrow points to the 'Student Link' dropdown, which is labeled '2. Select the "+" sign (Add Applicant)'. Below the form, a callout box contains two options: 'No' and 'Yes, link to existing sibling'. Red arrows point from the callout box to the 'No' and 'Yes' options, with text: 'Select "No" if New to School' and 'Select "Yes" if Sibling Currently Attends'.

If **"Yes"** is selected, you will be Prompted to **Select Sibling** from **Sibling List**

The 'Sibling Filter' form has radio buttons for 'School' (selected) and 'District Wide'. It includes a 'Sibling Status' dropdown (Enrolled) and a 'Sibling List *' dropdown. A red arrow points to the 'Sibling List *' dropdown, labeled 'Select Sibling from Sibling List'.

Select Create Parent/Family information based on in Inquiry Data. Select **Add Applicant** to **Save** and Enter Application

The 'Confirm Adding Student' dialog box shows a table with student details: Suz (2024-2025), 2021-2022, 06, Premier Academy, 10/14/2009, James Kilgore, Nancy Kilgore. Below the table are two radio buttons: 'Create parent/family information based on inquiry data.' (selected) and 'Do not create family for inquiry student. That information will be manually configured later.'. A red arrow points from a callout box labeled '1. Select Create Parent/Family information based on in Inquiry Data' to the selected radio button. At the bottom, a blue 'Add Applicant' button is shown, with a red arrow pointing to it from a callout box labeled '2. Select Sibling from Sibling List'.

Step 2: Update Admissions Status

Return to the New Students Dashboard, the Application Status has been Updated to **Paper**. Select **“Submitted”** under **Admission Status**

Dashboard	Application & Enrollment	New Students	Returning Students	Reports	
New Students	  				
Student (11) ↑	Grade	School	Admissions Status	Inquiry	Application ▾
Abbott, Emily	09		Submitted	Paper Applicant	Paper

Select **Update Status**

**Emily Abbott**
09 - Premier Academy

Inquiry **Admissions**

New Student - Submitted

Status: Submitted
Substatus: None
Grade: 09
Year: Premier Academy: 2021-2022

[UPDATE STATUS](#)

Change **Status** to **Finished**, Verify **Mark Student as Pre-enrolled** is **Checked** and Select **Update Status** to **Save** your Changes.

Update Admissions Status

Status: **Finished**

Grade: **03**

Year: **2022-2023**

Admissions Finished
Do you want to update the SIS Student status?
 Mark Student as Pre-Enrolled

The Student Status has now been Updated. Select Reports to View **Admissions Reports**