Step 1: Update Default Enrollment Year

Please Note: You will need to Logout and Back into FACTS for Change to Take Affect

From Main Menu please select Configuration



Select System Defaults



Select New Enrollment Year from "Default Enrollment Year" Dropdown

Default Enrollment Year	
Default Enrollment Year controls the school year for admissions a without authorization from the Admissions Director.	and reenrollment. Do NOT change Default Enrollment Yea
Default Enrollment Year	Select Enrollment
2023-2024	New Year

Select Save to Save your Changes.

Please Note: You will need to Logout and Back into FACTS for Change to Take Affect

Default Enrollment Year	
Default Enrollment Year controls the school year fo Enrollment Year without authorization from the Adr	r admissions and reenrollment. Do NOT change Default nissions Director.
- Default Enrollment Year	-
Lama Daabhaard Ontiona	
Home Dashboard Options	
Home Dashboard Options School Options allows administrators to control wh	at displays on Home Dashboards.
Home Dashboard Options School Options allows administrators to control wh Display Calendar Display Announceme	at displays on Home Dashboards. nts

Step 2: Create Reenrollment Records

Once logged into FACTS please select Admissions



Select Returning Students

Dashboard	Application & Enrollment	New Students	Returning Students	Select Returning Students
		New Stude	ent Admissions	Funnel

Select the Gear to begin Setup

Admissions				
Dashboard	Application &	Enrollment	New Students	Returning Studer
Returning Students	۰ 🔶	Select C	Gear	

Select Reenrollment Management

Dashboard	Application & Enrollment	New Students	Returning Students
← Enrollme	nt Setup		
Reenrollment N	Management	ect Reenrollmen	ıt
Enrollment Res	ponsibility	wianagement	

A List of Currently Enrolled Students are listed. Select Create Reenrollment

Dashboard	Application & Enrollment	New Students	Returning Students	Reports
← Create Reenro	Sele Ree	ect Create nrollment		
Reenrollment M	lanagement - Premi	er Academy (20	21-2022)	
The following students a Reenroliment to start th	er currently enrolled for 2021-2 eir reenrollment process.	022 but have not been se	tup for reenrollment in 2021-2	022. Click Create
Student	Current Grade	Current School	Reenroll Grade	
Connolly, Abby	06	Premier Academy	06	
Connolly, Ben	06	Premier Academy	06	

Once Created, Select Back Arrow to return to Returning Students Dashboard



Select Reenrollment Management



For any Highlighted Names, Select Parent from the "Enrollment Responsible Parent" Dropdown and Select Save Enrollment Responsibility



Reenrollment List has been Created.

Please Note: Process will Need to be Repeated for Any Student Enrolled AFTER Reenrollment List has Been Created