

# Create Reenrollment Records in FACTS SIS

## Step 1: Update Default Enrollment Year

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

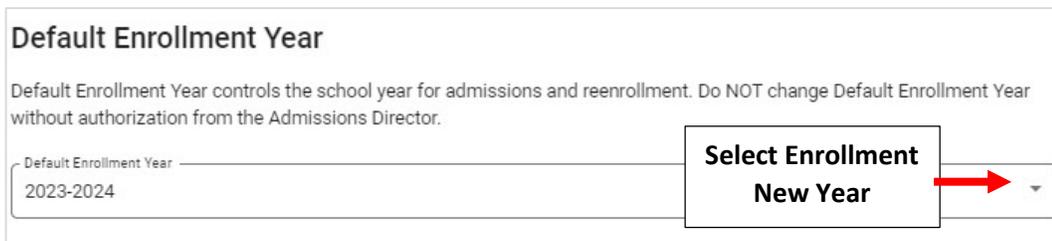
From Main Menu please select **Configuration**



## Select **System Defaults**

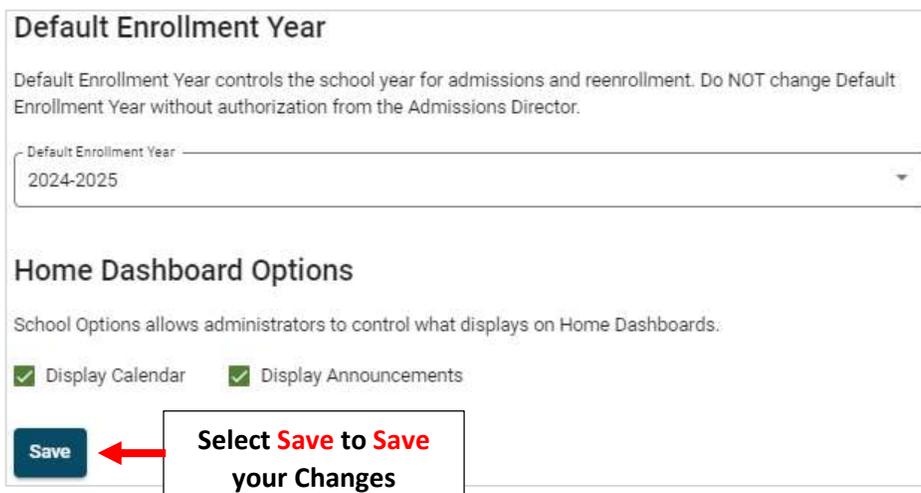


## Select **New Enrollment Year** from “Default Enrollment Year” Dropdown



## Select **Save** to **Save** your Changes.

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



## Step 2: Create Reenrollment Records

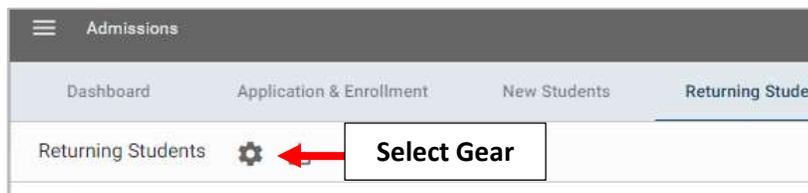
Once logged into FACTS please select **Admissions**



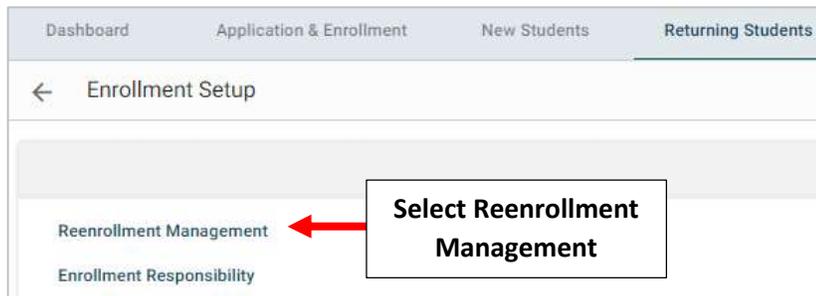
### Select **Returning Students**



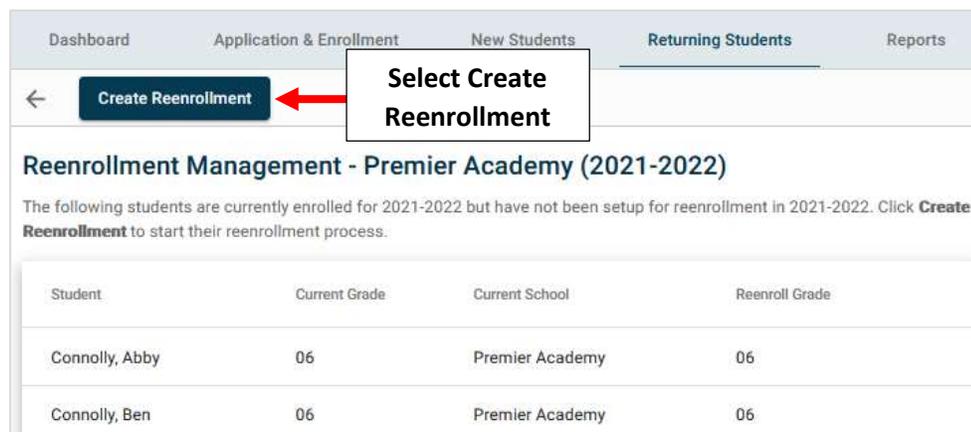
### Select the **Gear** to begin Setup



### Select **Reenrollment Management**



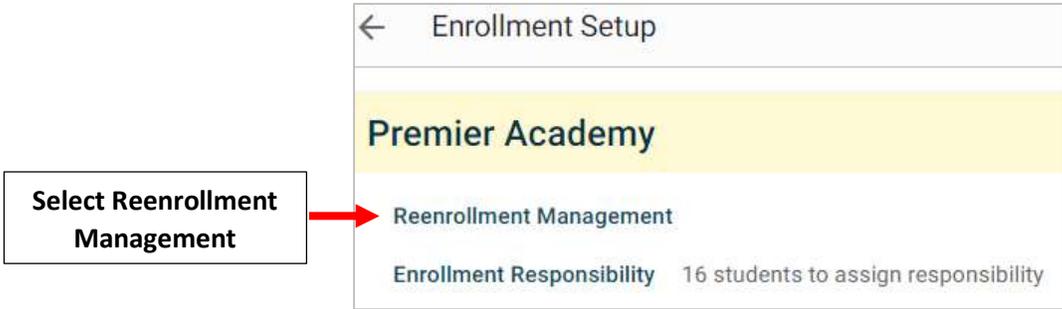
A List of **Currently Enrolled** Students are listed. Select **Create Reenrollment**



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**