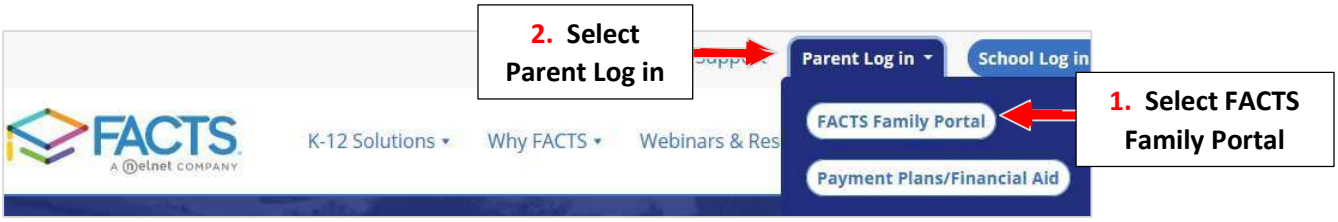
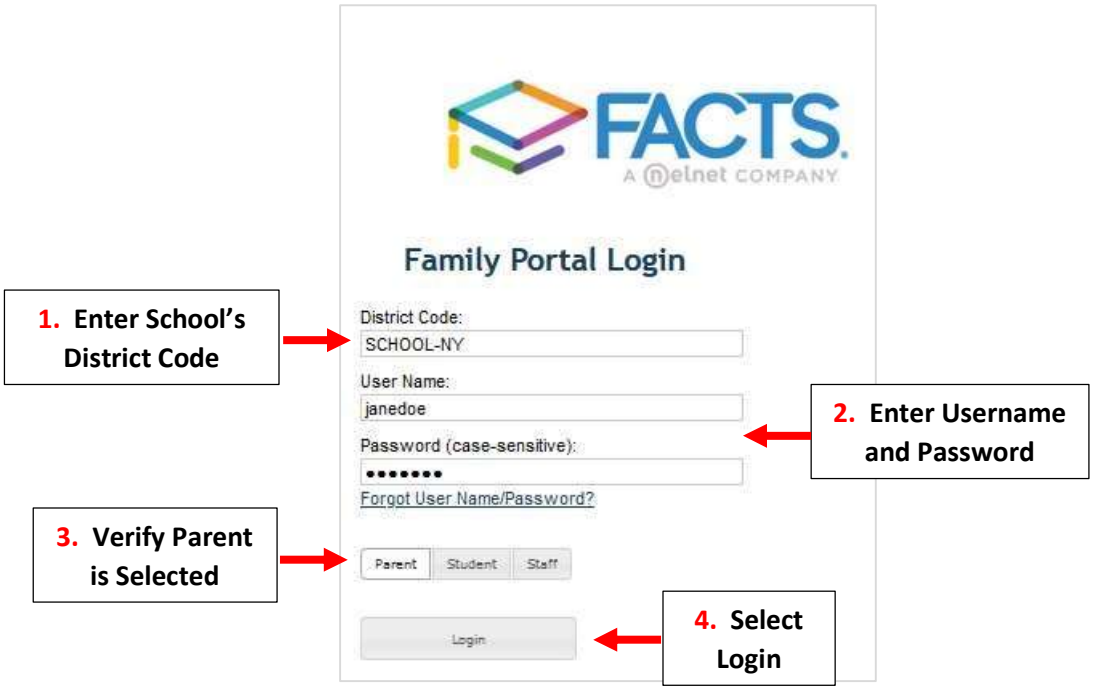
For Parents – Completing Student Reenrollment in FACTS SIS

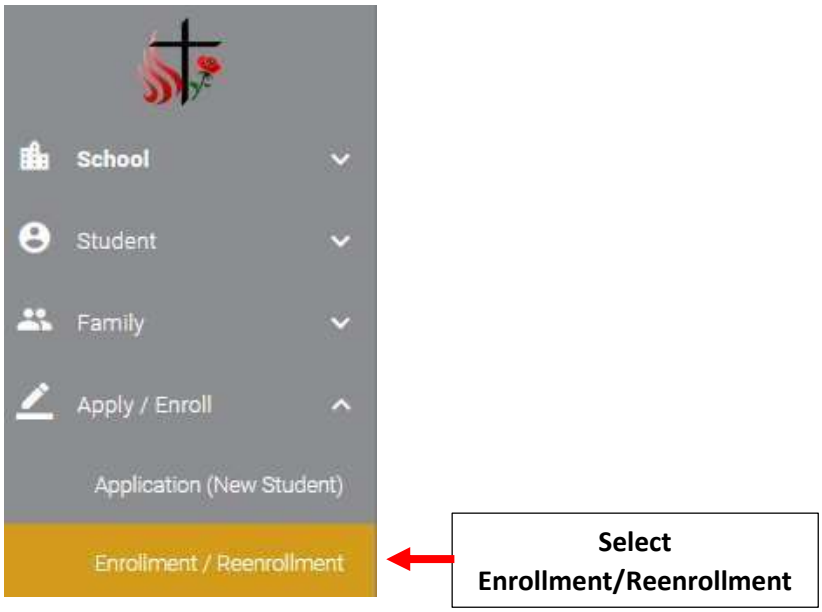
To setup your Parent Portal Account please open an internet browser and go to https://factsmgt.com and select Parent Log in, then select FACTS Family Portal



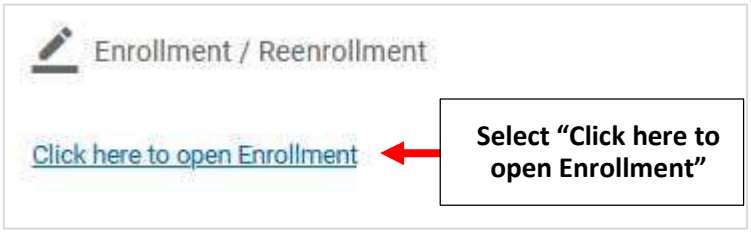
Type your School's District Code **District Code is Provided by Your School , Username and Password. Select Login**



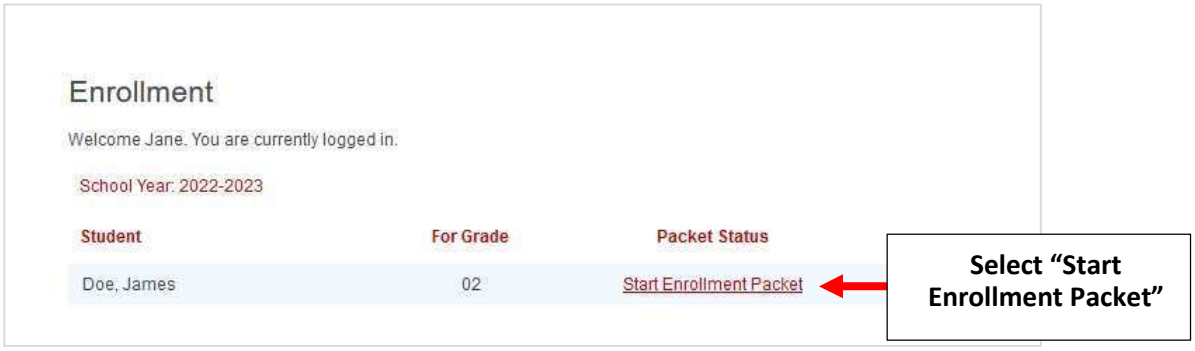
Once Logged into the Family Portal Select Enrollment/Reenrollment



Select "Click here to open Enrollment"



Select "Start Enrollment Packet"



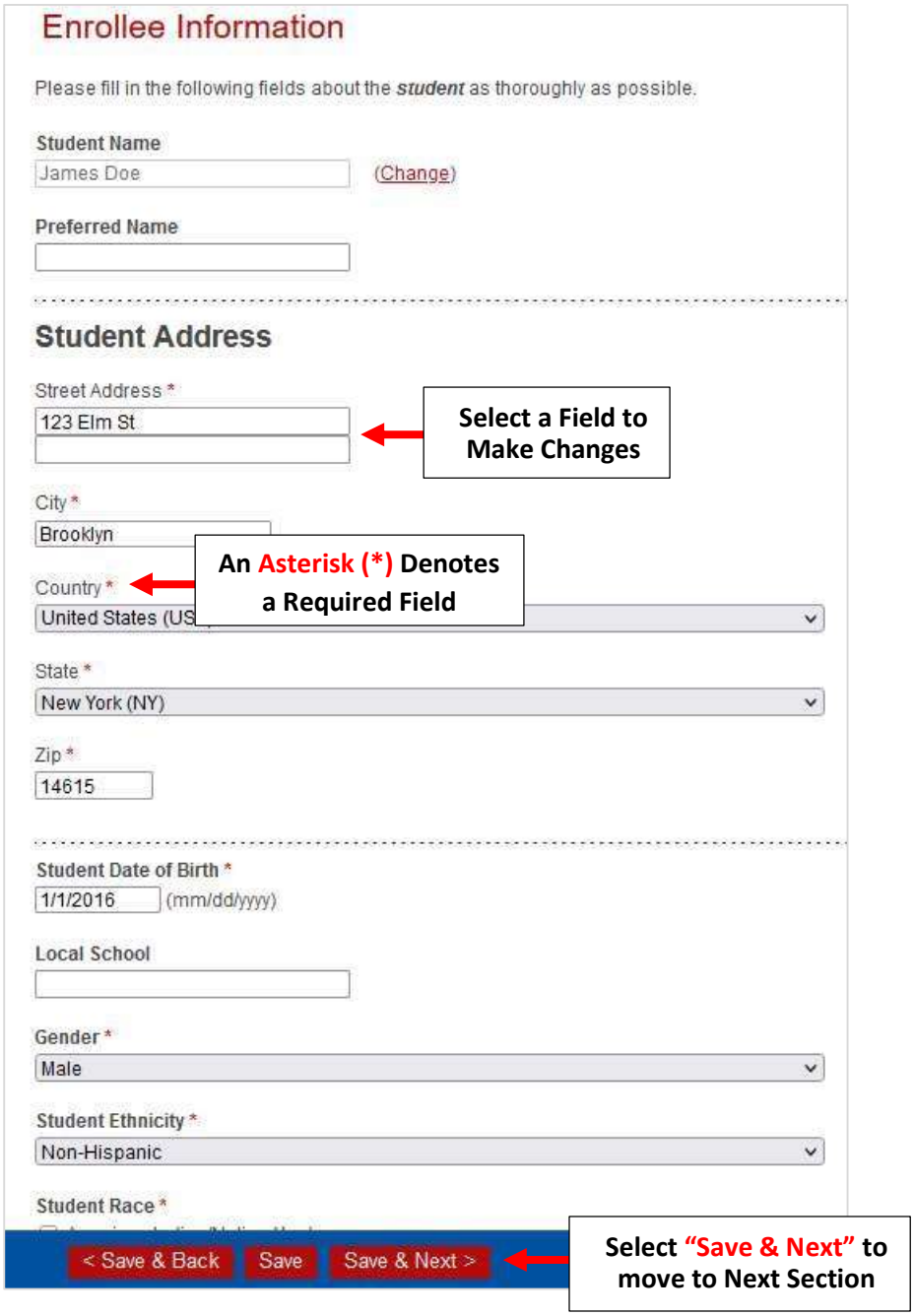
You will now see the Reenrollment Packet ***Please Note: Packet will Vary by School*** **Select a Section to begin.** **EACH Section Must be Completed in Order to Submit Your Reenrollment Packet**

Each Section Must

be Completed in Order to Submit Your Reenrollment Packet

Please review all Information Listed, you can make changes as needed by Clicking Field. Once Information has been Completed/Verified, Select "Save & Next" to move to Next Section.

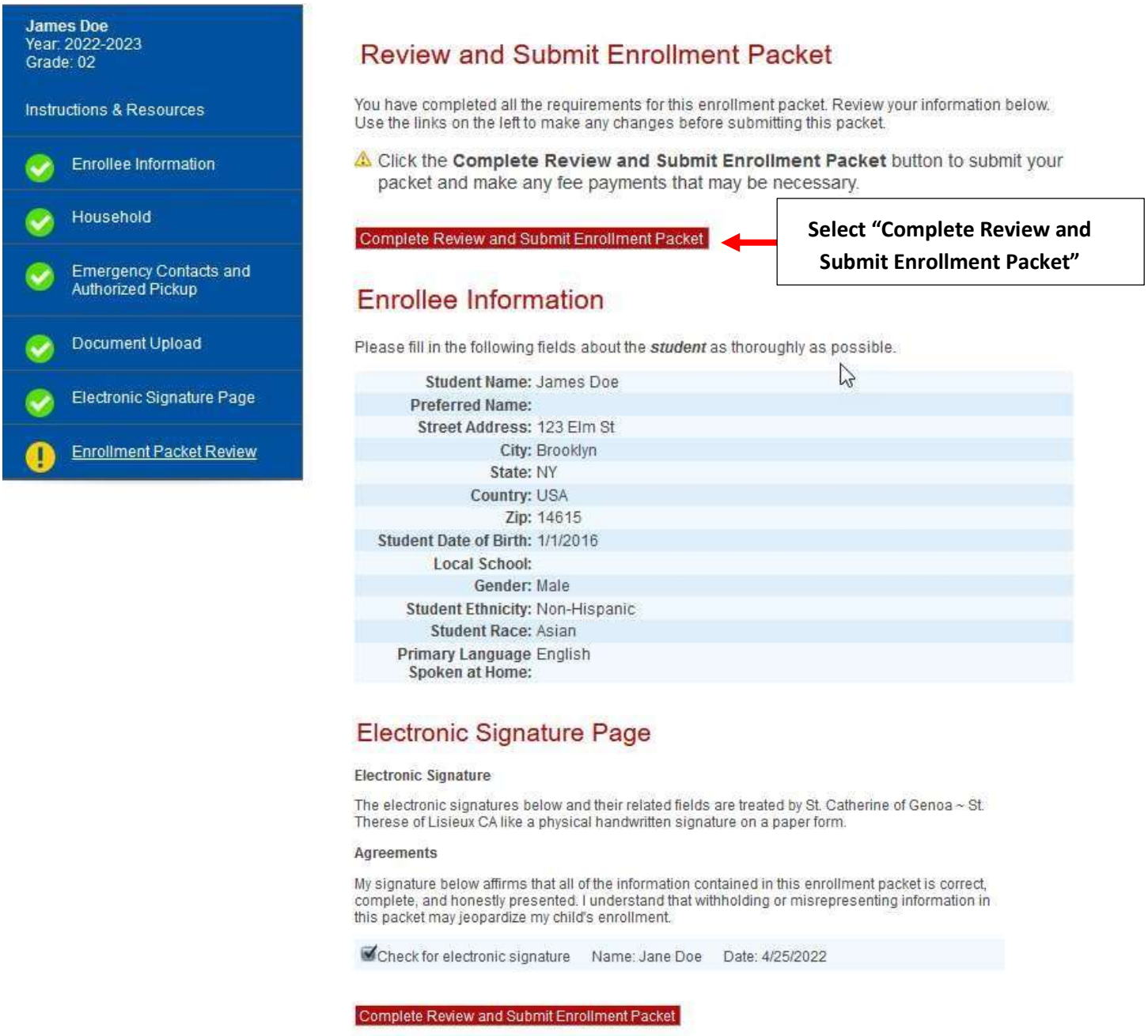
****Please Note: An Asterisk (*) Denotes a Required Field****



If Information is Missing an Error Message will Appear. Missing Information MUST be Completed to Submit Packet

Final Section is Enrollment Packet Review. Once all Information has been reviewed Select "Complete Review and Submit Enrollment Packet"

***Please Note: Your Reenrollment is Not Complete Until You Have Selected "Complete Review and Submit Enrollment Packet"**



Once Completed, Packet Status will Update to "Submitted". To Print a Copy of your Reenrollment Packet, Select PDF