Admissions Process in FACTS SIS
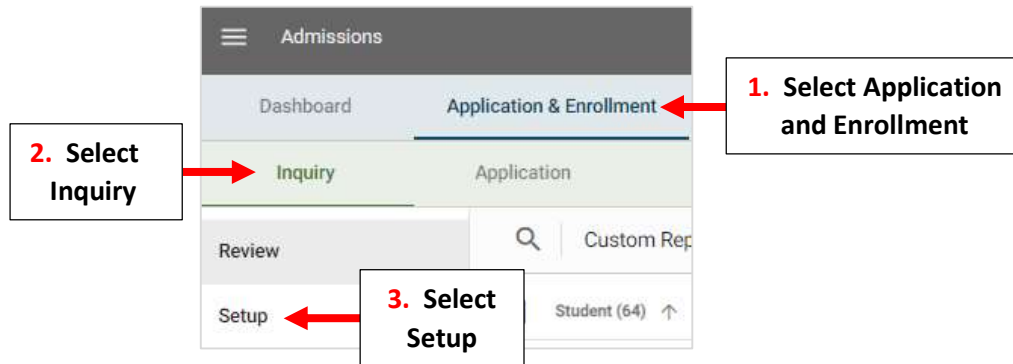
Please Note: New School Year __MUST__ be Created before Starting Admissions for the New Year

The following guide will walk you through the process of:

1. Setup Inquiry Form for New Year

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


Inquiry Setup is divided into three distinct areas:

1. Inquiry Settings to select which grade levels to collect inquiries for, or copy the form URL to publish on your school website.

2. Inquiry Form allows you to customize the text and questions on your form so you ask the right questions, every time.

3. Inquiry Submission allows you to customize the submission email, setup email notifications to notify your admissions staff, and more.

1. Inquiry Settings

Scroll down to **Select School Year(s)**. By Default, all School Years are available for Inquiry, Check **"Select a Specific Year"**. Select **School Year** Dropdown

Select Save to Save your Changes

Save   Cancel
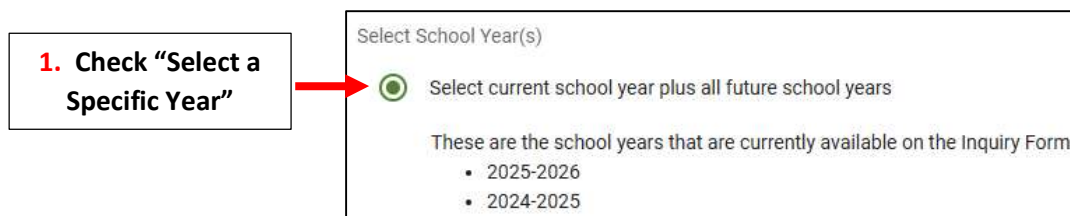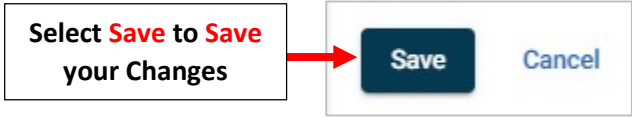
2. Inquiry Form

Review your Introduction Message and make any Changes

Introduction Message (en)

14 ▾   A   ✎   A⋮   ⹀ ▾   ≡ ▾   ☰ ▾   ¶⋮   🔗   🖼   ☺   +⋮   ↶   ↷   ⋮

Thank you for your interest in Catholic Education!

Please tell us a little more about yourself and your child so that we can provide you additional information.
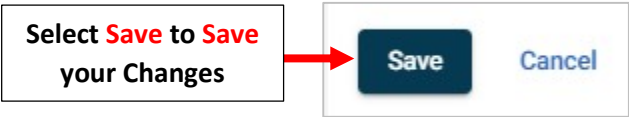
We look forward to connecting with you soon.

Review your Message and Make any Changes

Check Fields to Include for your Inquiry

Fields

Display	Required	Field	Additional Options
☑	☑	Salutation	
☐	☐	Middle Name	
☑	☐	Cell Phone	
☐	☐	Work Phone	
☐	☐	Home Phone	
☐		Parent 2	
☑	☐	Address	
☐	☐	Gender	

Check Fields to Include

Select Save to Save your Changes

Select Save to Save your Changes

Save   Cancel

3. Inquiry Submission

Review your "Thank You" Message and make any Changes. This message will be sent when a Parent Submits and Inquiry

Thank You Message (en)

| 12 ▾ | A | ✎ | A: | ☰▾ | ≣▾ | ≣▾ | ¶: | 🔗 | 🖼 | ☺ | +: |

Thank you for requesting information regarding our school! ← **Review your "Thank You" Message**

Verify "From Email" Address and Subject Line. Review your Email Message and make any Changes

Email Notification to Parent

From Email *

noemail@email.com ← **1. Verify "From Email" Address**

Subject Line (en)

Information about Catholic Academy ← **2. Review Subject Line**

Parent's name will be attached to the end of the subject line.

Email Body (en)

| 14 ▾ | A | ✎ | A: | ☰▾ | ≣▾ | ≣▾ | ¶: | 🔗 | 🖼 | ☺ | +: | ↶ | ↷ | ⋮ |

Thank you for your interest! We will contact you shortly. In the meantime, we encourage you to take advantage of the resources we have posted on our website, which provide additional information about our school.

Tours are available upon request.   We encourage you to tour during school hours. ← **3. Review your Email Message and make any Changes**

Thank you again for contacting our school. We look forward to meeting you.

Verify Email Address Inquiries will be Sent To. Select "New Email" to Add New Email. Select Save to Save your Changes

Email Notification to School

Send to these email(s)

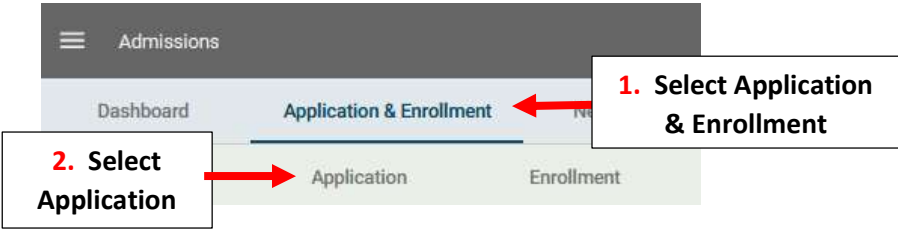**1. Verify "From Email" Address** → noemail@email.com ⊗   New email... ← **2. Select "New Email" to Add New Email**
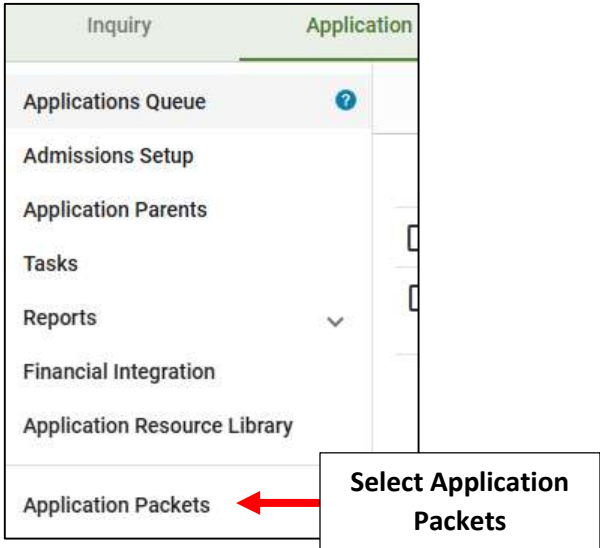
3. Select Save to Save your Changes → Save   Cancel
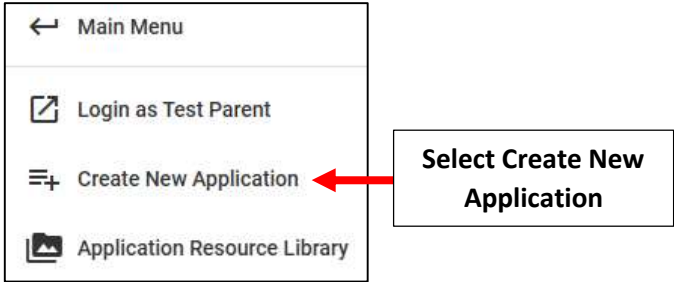
3

2. Copy Application Packet

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

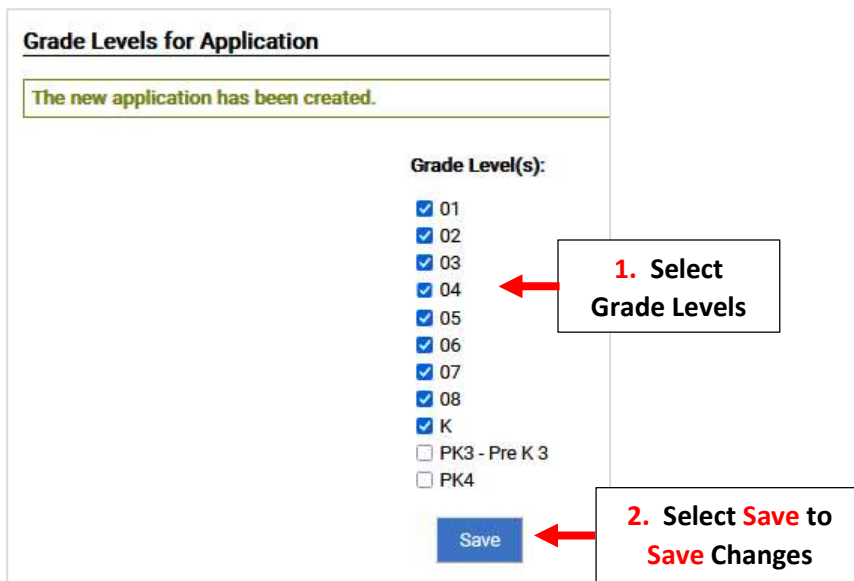

Select Application Packets

Select Create New Application

Select **Previous Year's** Admissions Packet under **Copy Existing Application** Dropdown. Enter **New** Application Name, Verify <u>New</u> School Year is Selected and Select **Create New Application**

1. Select Previous Admissions Packet

Create a New Application

Copy Existing Application: Application 24-25

2. Enter Application Name

* New Application Name: Application 2025-2026

3. Verify <u>New</u> School Year is Selected

* School Year: 2025-2026

* School: District Wide

Create New Application

4. Select Create New Application
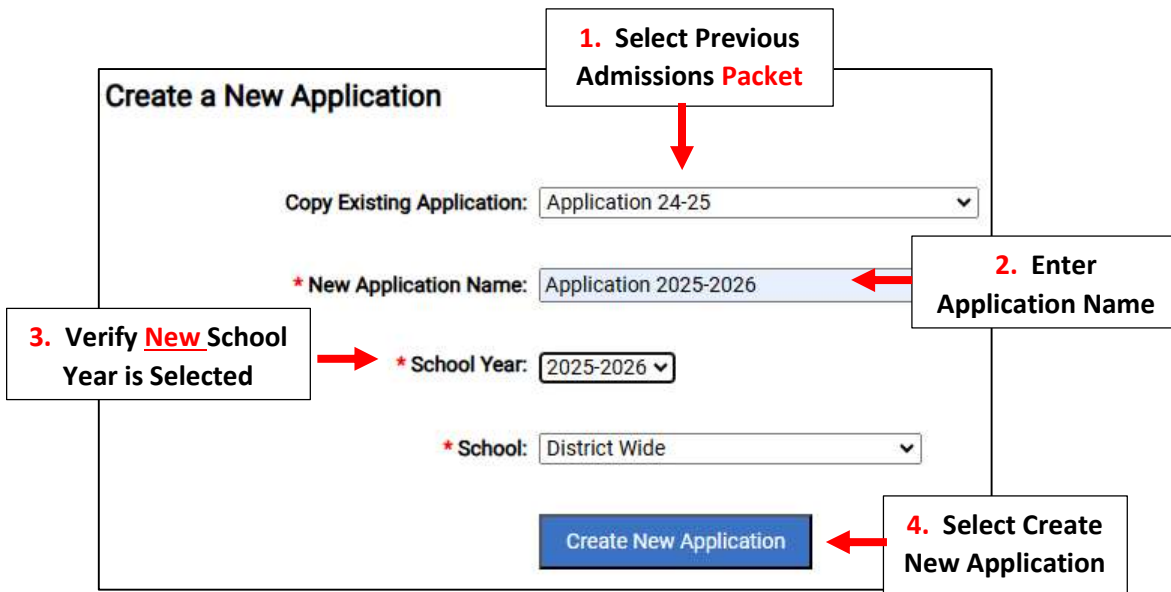
Select **Grade Levels** to Include in Application and Select **Save** to **Save** Changes

Grade Levels for Application

The new application has been created.

Grade Level(s):

- ☑ 01
- ☑ 02
- ☑ 03
- ☑ 04
- ☑ 05
- ☑ 06
- ☑ 07
- ☑ 08
- ☑ K
- ☐ PK3 - Pre K 3
- ☐ PK4

1. Select Grade Levels

Save

2. Select Save to Save Changes

*__**Please Note: Application Must First be Turned "ON"**__*

To Turn On New Application Set Both In-Progress and New Applications to "On". Select Save to Save Changes

Application 23-24

Controls

Your grade selections have been saved.

In-Progress Applications:
- ⦿ ON - Parents can continue working with an In-Progress application.
- ○ OFF - Parents cannot continue working with an In-Progress application.

← **1. Set Parents can continue working with an In Progress application to "On"**

When OFF, display this text when parents try to edit an In-Progress application:

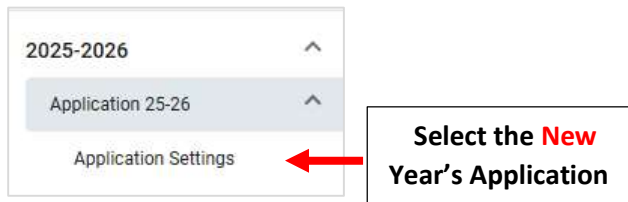*Note: you can use **school_year** to display this application's school year to parents.*

[Text editor toolbar]

Brooklyn Academy is not currently accepting online applications.

2. Set Parents can Create a New Student Application to "ON"

New Applications:
- ⦿ ON - Parents can create new student applications. ←
- ○ OFF - Parents cannot create new student applications.

2. Select Save to Save Changes → [Save]

To Close the Previous Year's Application, Select the Application Packet and select Controls. Set Both In-Progress and New Applications to "OFF". Select Save to Save Changes

← Main Menu

⧉ Login as Test Parent

≡+ Create New Application

🖼 Application Resource Library

2025-2026 ⌄

2024-2025 ⌃

1. Select Application Packet → Application 2024-2025 ⌃

Application Settings

Grade Levels for Applic...

2. Select Controls → Controls

Online Payment Configuration

Form Selection ⌄

Application Submitted - Email...

Supplemental Application For...

Registration Forms

«

Application 2024-2025

Controls

In-Progress Applications:
- ⦿ ON - Parents ...king with an In-Progress application.
- ○ OFF - ...working with an In-Progress applicatio...

3. Select "Off"

When OFF, display this text when parents try to edit an In-Progress app...

Note: you can use **school_year** to display this application's school...

[Text editor toolbar]

4. Select "Off"

New Applications:
- ⦿ ON - Parents can create new student applications.
- ○ OFF - Parents cannot create new student applications.

5. Select Save to Save Changes → [Save]

You will now need to Update the Instructions and Resource Form.

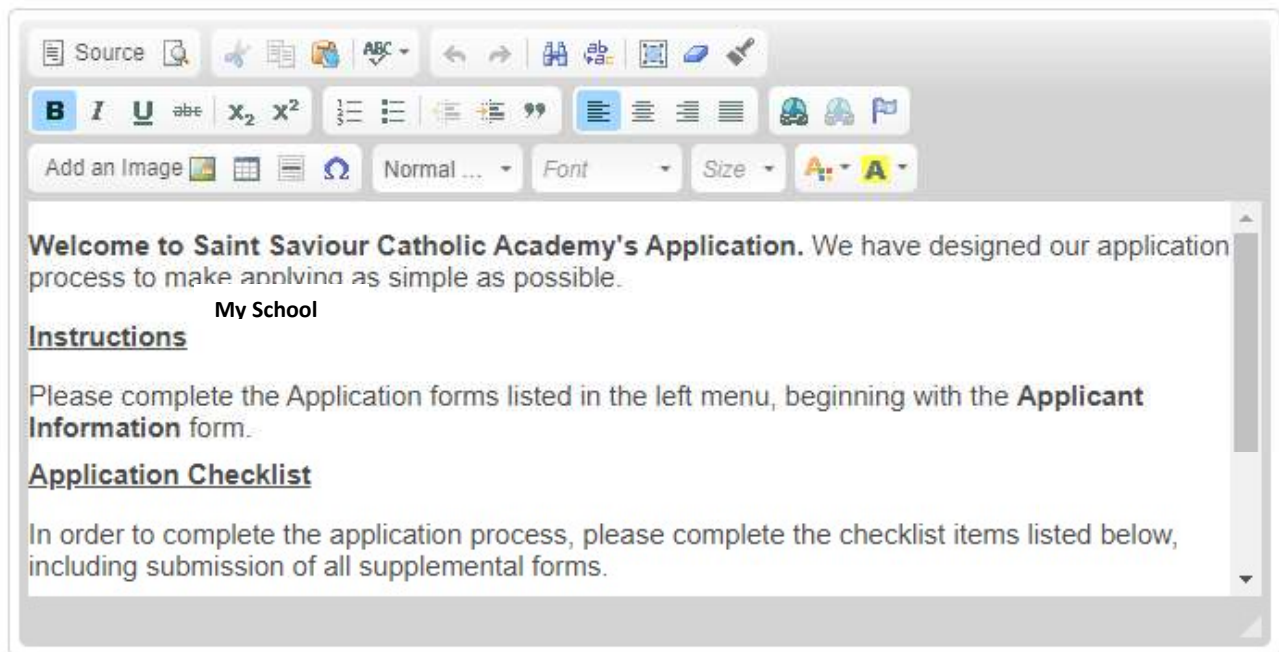**Select the Application to Edit and Select Application Settings**

2025-2026 ^

Application 25-26 ^

Application Settings ← Select the **New** Year's Application

Select Instructions and Resources

Form Selection

Edit List

Instructions & Resources ← Select Instructions and Resources

Applicant Information

Please Read through your Instructions and Make Sure all Dates, Names etc. are Correct. Once Completed, Select Save to Save your Changes

Instructions and Resources

**Welcome to Saint Saviour Catholic Academy's Application.** We have designed our application process to make applying as simple as possible.

My School

Instructions

Please complete the Application forms listed in the left menu, beginning with the **Applicant Information** form.

Application Checklist

In order to complete the application process, please complete the checklist items listed below, including submission of all supplemental forms.

Save ← Select **Save** to **Save** your Changes
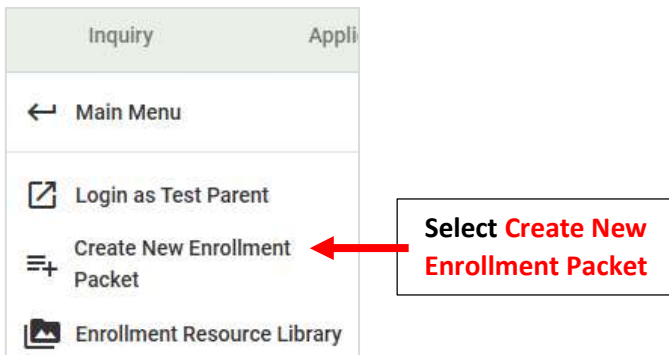
3. Copy Enrollment Packet

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

1. Select Application & Enrollment

2. Select Enrollment

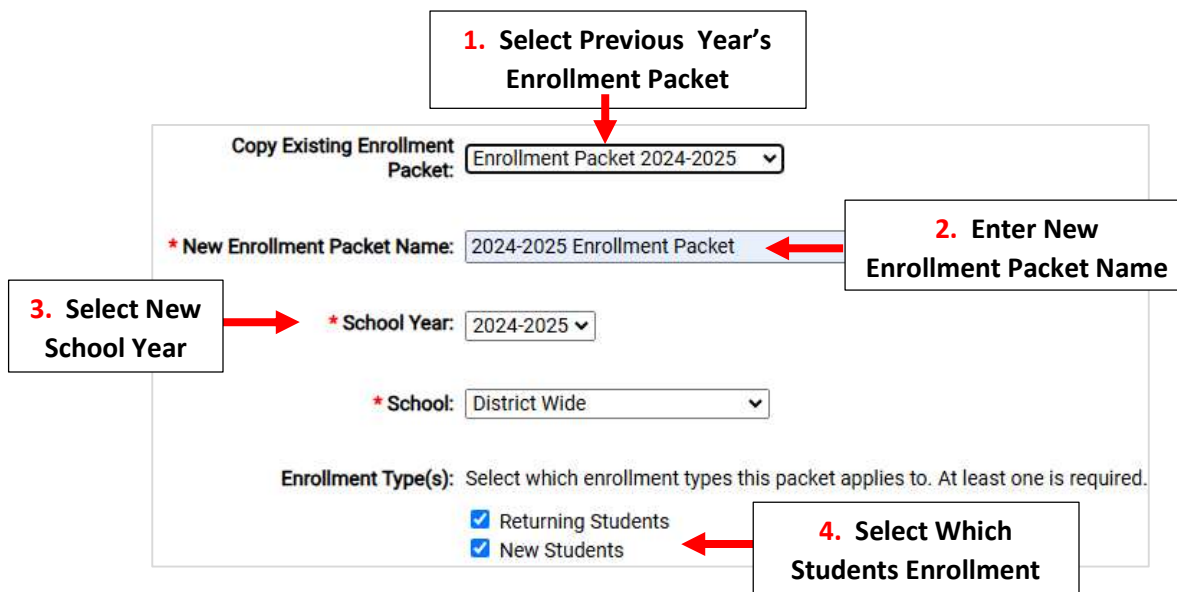**Select Enrollment Packets**

Select Enrollment Packets

Select Create New Enrollment Packet
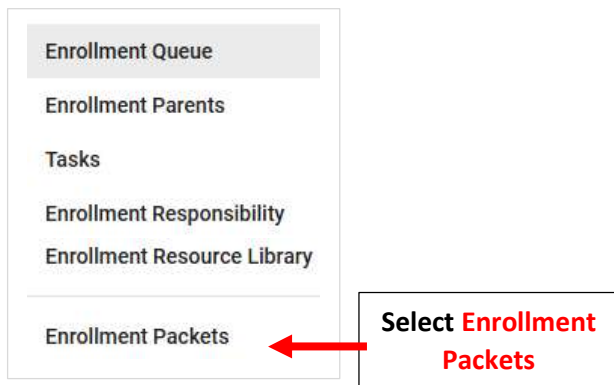
Select Create New Enrollment Packet

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

1. Select Previous Year's Enrollment Packet

2. Enter New Enrollment Packet Name

3. Select New School Year

4. Select Which Students Enrollment

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

Packet Type: To be filled out by:
- ● Enrollment Responsible Parent
- ○ Secondary Parent (Typically a signature-only packet)

Check both Admission Status and Reenrollment Status

Admissions Status: ☑ Mark Admissions Status as Finished when Enrollment Packet is submitted.
(only applicable if "New Students" is selected above for Enrollment Type)

Reenrollment Status: ☑ Mark Reenrollment Status as Finished when Enrollment Packet is submitted.
(only applicable if "Returning Students" is selected above for Enrollment Type)

Enrollment Fee Waived: ☐ Parents will not make enrollment fee payment at time of submission

Create New Enrollment Packet

Select Create New Enrollment Packet

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

2024-2025 Enrollment Packet

Grade Levels for Enrollment Packet

Grade Level(s):
- ☑ 01
- ☑ 02
- ☑ 03
- ☑ 04
- ☑ 05
- ☑ 06
- ☑ 07
- ☑ 08
- ☑ K
- ☐ PK3
- ☐ PK4

1. Select Grade Levels

Save

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

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

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.*

Source | ... | B I U abc x₂ x² | Add an Image | Normal ... | Font | Size | A A

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

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

Save

3. **Select Save to Save Changes**

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

2024-2025 ⌃
Enrollment Packet 2024-2025 ⌃
Enrollment Packet Settings
Grade Levels for Packet
Controls

Select Enrollment Packet

Select Controls

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

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.

1. **Select "Off"**

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

Save

2. **Select Save to Save Changes**

You will now need to Update the Instructions and Resource Form. Select the New Enrollment Packet to Edit

2025-2026

Enrollment Packet 2025-2026

1. Select the New Enrollment Packet

Enrollment Packet Settings

Grade Levels for Packet

Controls

Online Payment Configuration

Form Selection

Edit List

Instructions & Resources

2. Select Save to Save Changes

Please Read through your Instructions and Make Sure all Dates, Names etc. are Correct

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:
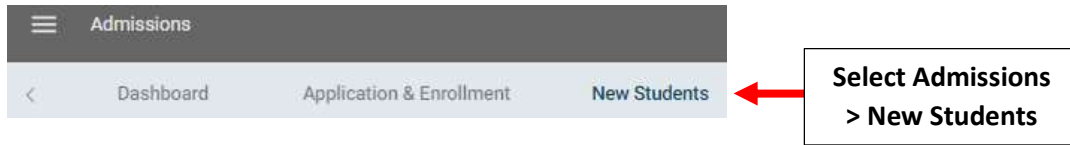 - Health Examination, to be completed by the student's physician

Once Completed, Select Save to Save your Changes

Save

Select Save to Save your Changes

4. Importing a New Application

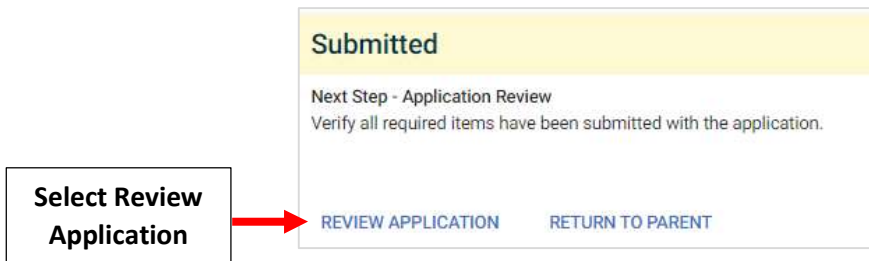Once logged into FACTS please select **Admissions > New Students**

☰ Admissions			
< Dashboard	Application & Enrollment	New Students	← **Select Admissions > New Students**

1. Review Application

Click on **"Submitted"** in the Application Column for the Student you would like to Import

Student (30)	Grade	School	Admissions Status	Inquiry	Application ↓
Abraham, Sally	01	Premier Academy		Online Applicant	Submitted
Adams, Frank	PK3	Premier Academy		**Click on Submitted** →	Submitted
Anderson, Penny	01	Premier Academy			Submitted

Select **Review Application**

Submitted

Next Step - Application Review
Verify all required items have been submitted with the application.

Select Review Application → REVIEW APPLICATION   RETURN TO PARENT

Once Information is Verified Select **"Review Complete"**

☰ Admissions	
Dashboard	Application & Enrollment
← **Review Complete**	← **Select "Review Complete"**
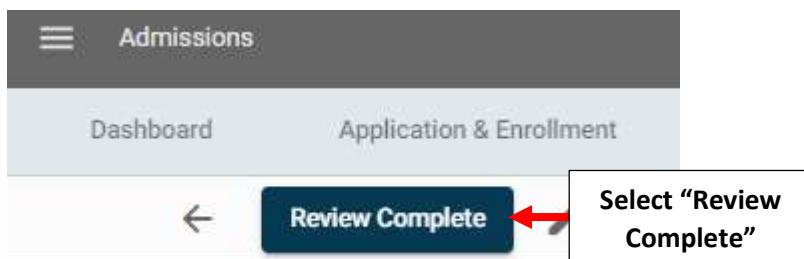
Application Status is now "Reviewed"

Grade	School	Admissions Status	Inquiry	Application ↑
06	Premier Academy			Reviewed

Status is now Reviewed →

2. Import Application into Admissions

Select **"Start Import"** to begin Import Process

Reviewed

Next Step - Application Import
Add a new family or find an existing family.

START IMPORT   RETURN TO PARENT

Select Start Import →

New Families: If Family is New to the School, All Dropdowns will be set to **"New"**. Verify Student Information and Parent(s) Names are Correct than Select **Import into Admissions**

← Application Import

Save Import Settings

Import into Admissions   ← **3. Select Import into Admissions**

☐ Show Instructions

Penny Anderson

Household # 1		
	Application	**FACTS SIS**
Household:	Anderson, Matthew Anderson, Alisha 700 Lincoln Avenue Loveland, CO 98674 USA	❓ -- New -- ⌄
Student:	Anderson, Penny T	-- New -- ⌄ + Find Student
Parent:	Anderson, Matthew	-- New -- ⌄ + Find Parent
Parent:	Anderson, Alisha	-- New -- ⌄ + Find Parent

1. Verify Information is Correct

2. All Dropdowns will be set to "New"

Please Note: Families with Multiple Household will Need EACH Household Verified

Notice: This application has two households.

Notice: This application has two households.

Existing Families: If the Family currently Exists FACTS will **Suggest a Match.** Click **Dropdown** to Select Family

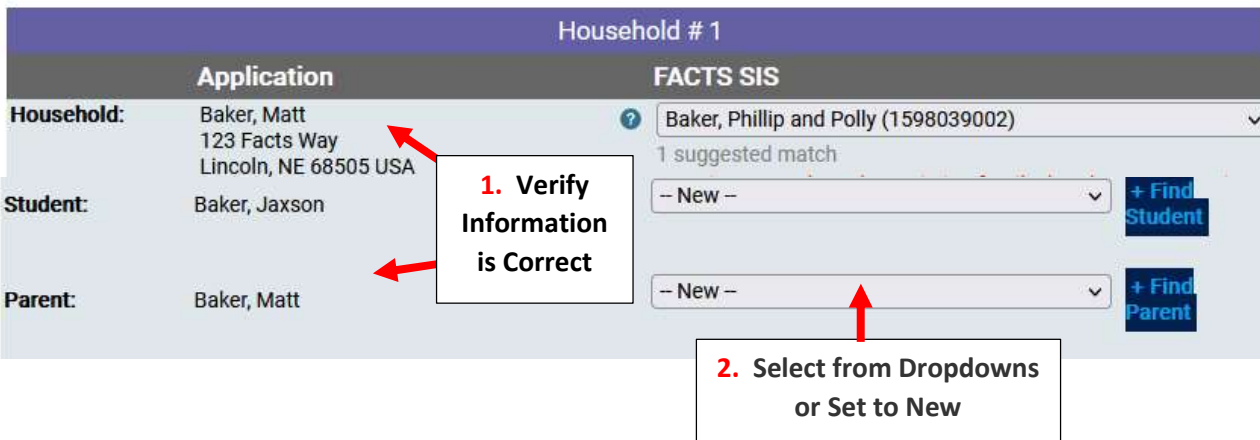Select **Family** from Dropdown or if Family is **Not** a Match leave as **New**

Verify Student Information and Parent(s) Names are Correct and the Dropdowns are either set to Existing Family Member or Set to New. Select Import into Admissions

3. Select Import into Admissions

Jaxson Baker

1. Verify Information is Correct
2. Select from Dropdowns or Set to New

When Import is Complete, Application will Display as "Import Completed"

Displays as Import Completed

3. Finish Application and Create Enrollment Record

Once Imported the Admission Status will now Display as "Submitted". Once All Forms and Registration Fees have been Collected for Student, Click on the Admission Status "Submitted"

Click on the Admission Status "Submitted"

Select **Update Status**

Michael Rogers
01 - Premier Academy

Inquiry   Application   Enrollment

New Student - Submitted

Status: Submitted
Grade: 01
Year: Premier Academy: 2018-2019

UPDATE STATUS ← Select Update Status

1. **Change Status to Finished**

Change Status to **Finished** and Verify **Grade Level** is Correct. Check **"Mark Student as Pre-Enrolled"** and Select **Update Status**

Update Admissions Status

Status
Finished ← 4. Change Status to

2. **Verify Grade Level** → Grade
07

Year
2024-2025

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

3. **Check "Mark Student as Pre-Enrolled"** →

Cancel   **Update Status** ← 4. **Select Update Status**

Status is now **"Finished"** and Student will Appear in FACTS SIS with a Status of **Pre-Enrolled** in the SIS

Student (7)	Grade	School	Admissions Status
Rogers, Michael	01	Premier Academy	Finished

Finished ← **Status is now Finished**

🏫 **School Information**

Current: Pre-Enrolled ← **Status is now Pre-Enrolled**
Next: Enrolled - Pre-K

16