Please Note: Update Default Enrollment Year to 2025-2026 to Enable Reenrollment

Once logged into FACTS please select Admissions



Select Returning Students

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

Select the Gear to begin Setup



Select Reenrollment Management



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

Dashboard	Application & Enrollment	New Students	Returning Students	Reports
← Create Ree	enrollment Se	elect Create eenrollment		
Reenrollment	Management - Pre	mier Academy (2	024-2025)	
The following studer Reenroliment to star	its are currently enrolled for 202 t their reenrollment process.	21-2022 but have not been s	etup for reenrollment in 2021-	2022. 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 Enrollment Responsibility



For any Highlighted Names, Select/Verify 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