

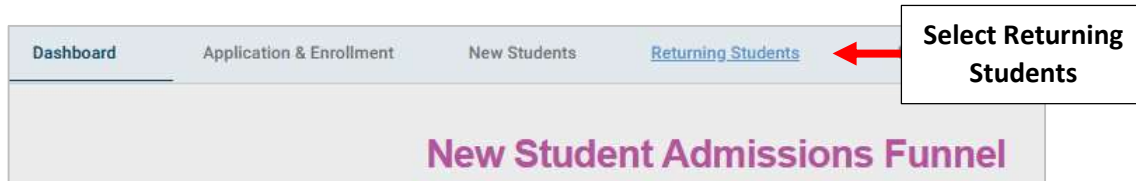
Create Reenrollment Records in FACTS SIS

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

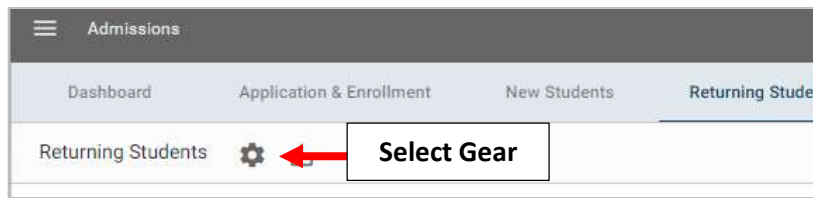
Once logged into FACTS please select **Admissions**



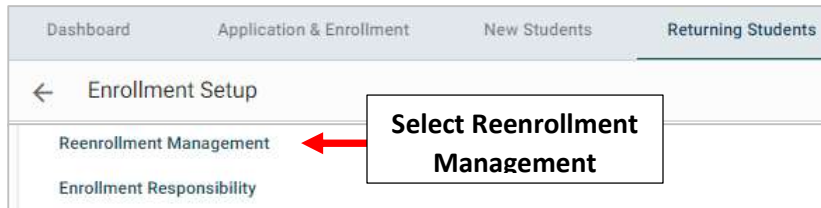
Select **Returning Students**



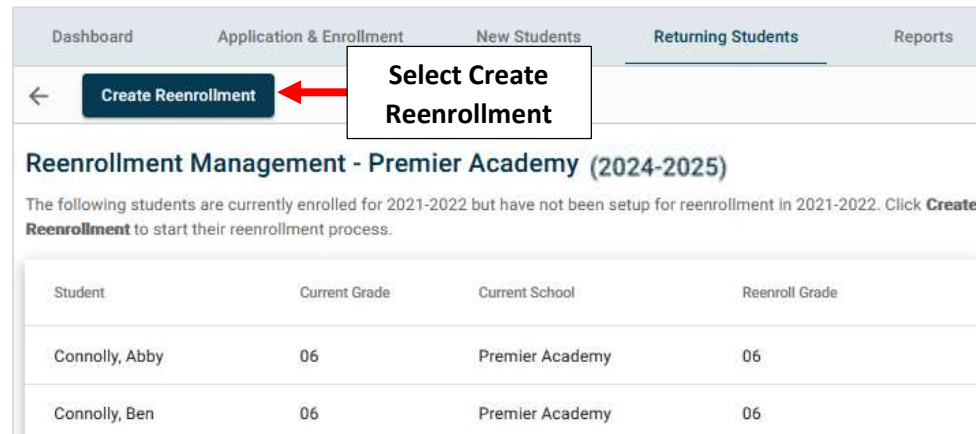
Select the **Gear** to begin Setup



Select **Reenrollment Management**



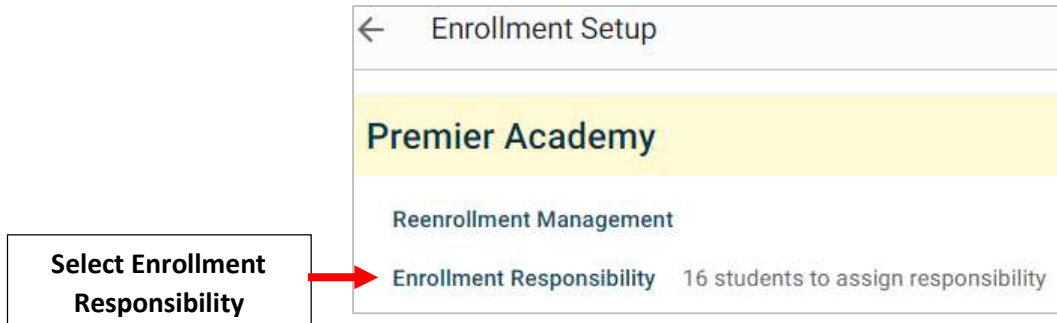
A List of **Currently Enrolled Students** are listed. Select **Create Reenrollment**



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



Select **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