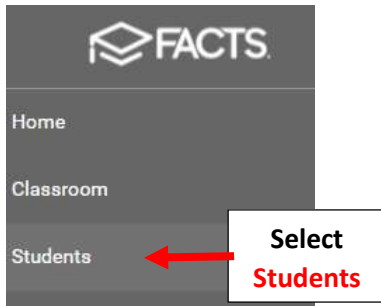


Updating Family Relationships in FACTS SIS

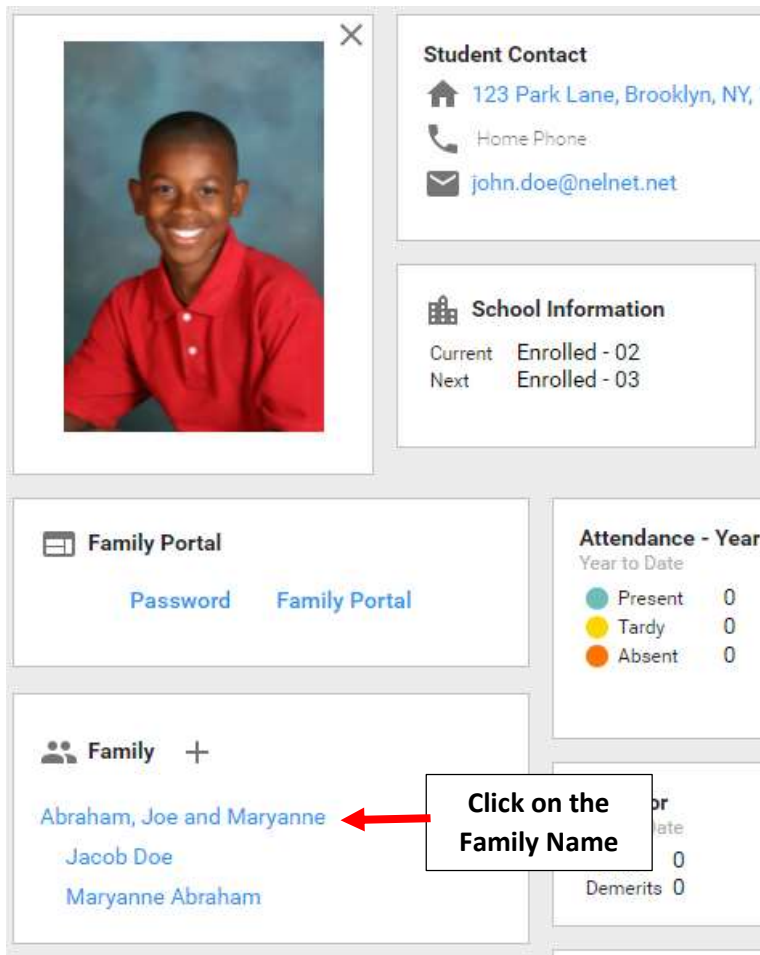
Family relationships distinguish which family individuals are legal custodians of students and which individuals should receive correspondence, grade-related reports, and have access in Family Portal

Please Note: Family Relationships have to be updated One Family at a Time

Once logged into FACTS please select **Students** from the Left Side Menu



Click on the Family Name



A screenshot of the FACTS SIS student profile page. The page is divided into several sections:

- Student Contact:** 123 Park Lane, Brooklyn, NY, 1; Home Phone; john.doe@nelnet.net
- School Information:** Current: Enrolled - 02; Next: Enrolled - 03
- Family Portal:** Password Family Portal
- Attendance - Year:** Year to Date: Present 0, Tardy 0, Absent 0
- Family:** Abraham, Joe and Maryanne; Jacob Doe; Maryanne Abraham

A red arrow points to the family name 'Abraham, Joe and Maryanne', and a white box with the text 'Click on the Family Name' is overlaid on the arrow.

Select the "Relationships" Tab and Select Relationship to Student for each individual. Select options to define the relationship each individual has to each student. Select **Save** to **Save** your changes

CU - Custody: legally responsible for the student.

CO - Correspondence: receive emails and mail outs from the school regarding the student.

GP - Grandparent: non-custodial grandparent. It is possible to print mailing labels based on the individuals selected as Grandparent.

GR - Grade Related: report card access via email and Family Portal. Custodial parents may receive report cards through the Communications area if this option is not selected. If printing or emailing report cards from Report Manager, only parents with this option selected will receive report cards.

FP - Family Portal: access to the student's information in Family Portal. The parent must have a Family Portal account.

The screenshot shows a web interface with a navigation bar at the top containing 'DASHBOARD', 'RELATIONSHIPS', 'PERSONNEL', and 'FINANCE'. The 'RELATIONSHIPS' tab is selected and highlighted with a red arrow and a callout box labeled '1. Select the Relationships Tab'. Below the navigation bar is a header for 'Relationships' with a legend: 'CU = Custody, CO = Correspondence, GP = Grand Parent, GR = Grade Related, FP = Family Portal'. A table below the legend has columns for 'Individual', 'Relationship', 'Student Name', and checkboxes for 'CU', 'CO', 'GP', 'GR', and 'FP'. Two rows are visible in the table. The first row shows 'Jacob Doe' as the individual with the relationship 'Father' to 'George Abraham'. The second row shows 'Jacob Doe' as the individual with the relationship 'Father' to 'Silas Abraham'. A red arrow points from a callout box labeled '2. Select Relationship to Each Student' to the 'Father' relationship in the second row. Another red arrow points from a callout box labeled '3. Select Relationship' to the 'CU' checkbox in the second row. A third red arrow points from a callout box labeled '4. Select Save to Save your changes' to a blue circular 'Save' button on the right side of the table.

Individual	Relationship	Student Name	CU	CO	GP	GR	FP
Jacob Doe	Father	George Abraham	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Jacob Doe	Father	Silas Abraham	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>