Once logged into FACTS please select System > Configuration



Select Grade Levels



Enter Graduation Date and Select Apply Date to Students. Select Save to Save Changes

	Edit Grade Level			×	
	Next Grade Level	•			
	School Division	¥			
	Defaults				
	Attendance Attendance Method Homeroom	×			
	Graduation		Graduating?		
1. Enter Graduation Date	Graduation Date 6/14/2025	Ē	Apply Date To Students	2. Select A	Apply
	Admissions				
	Admissions Checklist Default Application Process	•			
			Cance	el Save	3. Select Save to Save Changes