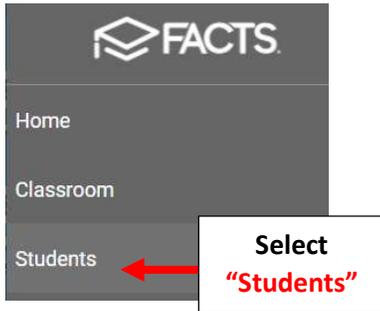
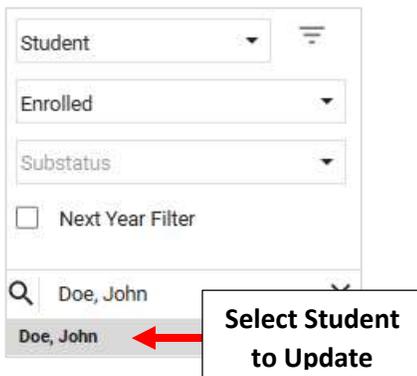


# Entering Public School District for Individual Student in FACTS SIS

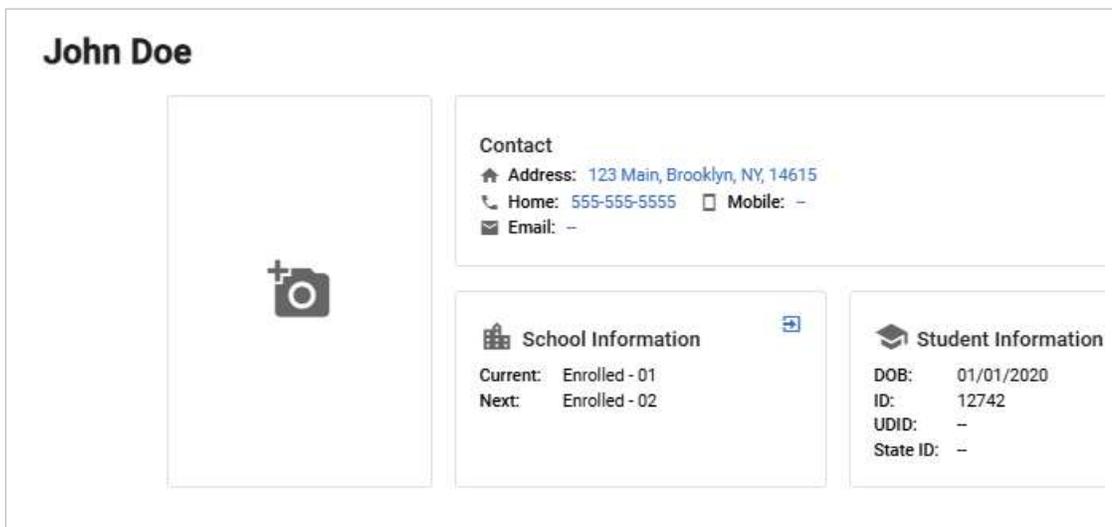
Once logged into FACTS select **"Students"** from the Left Side Menu



Select **Student** to Update



Select **School Information** Tile on the Student's Dashboard



Select the Tab **"Other Schools"**. Enter the **Public School District** and Select **Save** to **Save** your Changes

### School

General   Enrollment History   **Other Schools**

**1. Select the Tab Other Schools**

#### Public School Info

Public School Name   **2. Enter the Public School District**   Public School District: 342800

Public School County   Public School State

**3. Select Save to Save your Changes**

Save

