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



Select Student to Update

Doe John	Select Student
Q Doe John	
Next Year Filter	
Substatus	•
Enrolled	
Student	-

Select School Information Tile on the Student's Dashboard

	Contact ♠ Address: 123 Main, Brooklyn, NY, 14615 € Home: 555-555-5555		
Ó	School Information Current: Enrolled - 01 Next: Enrolled - 02	Student Information DOB: 01/01/2020 ID: 12742 UDID: -	

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

General	Enrollment History	Other Schools	1. Select the Tab Other Schools
P <mark>ublic Sc</mark> h	nool Info	2. Enter the Public	Public School Distric
Public Sch	ool Name	School District	342800
Public Sch	ool County		Public School S
Save	3. Select Sa	ave to Save	