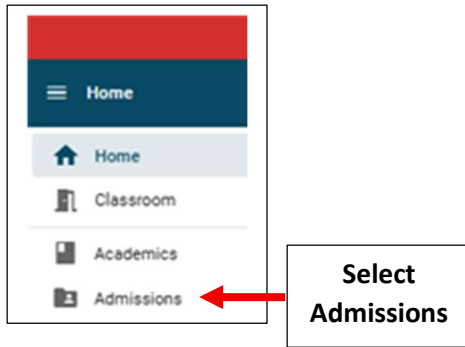


How to Turn on an Application Packet in FACTS SIS

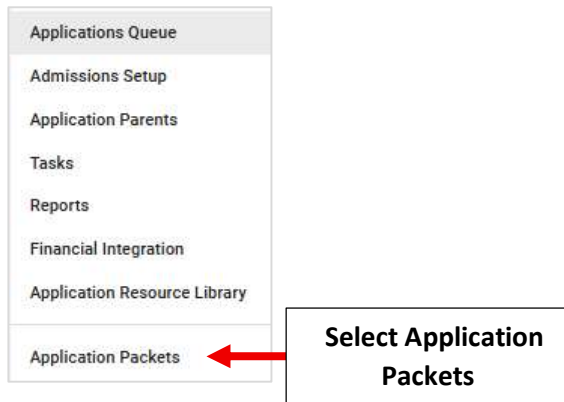
From Main Menu please select **Admissions**



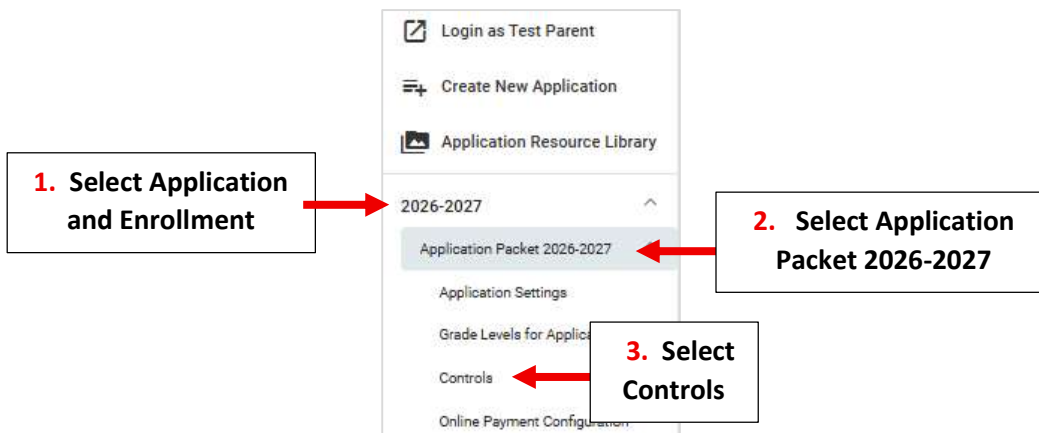
Select **Application and Enrollment > Application**



Select **Application Packets**



Select **2026-2027 > Application Packet 2026-2027 > Controls**



Turn In-Progress Application and New Application to “On”. Select **Save** to **Save your Changes**

1. Turn In-Progress Application to “On”

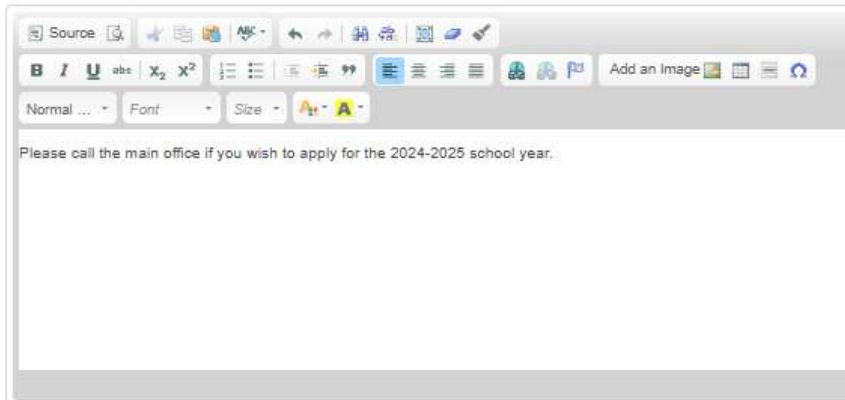
Application Packet 2025-2026

Controls

In-Progress Applications: ☒ ON - Parents can continue working with an In-Progress application.
☐ OFF - Parents cannot continue working with an In-Progress application.

When OFF, display this text when parents try to edit an In-Progress application:

*Note: you can use ****school_year**** to display this application's school year to parents.*



The image shows a rich text editor interface. At the top is a toolbar with various icons for text formatting (bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, etc.) and media insertion (image, video, etc.). Below the toolbar is a text area containing the text: "Please call the main office if you wish to apply for the 2024-2025 school year."

2. Turn New Application to “On”

New Applications: ☒ ON - Parents can create new student applications.
☐ OFF - Parents cannot create new student applications.

Save

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