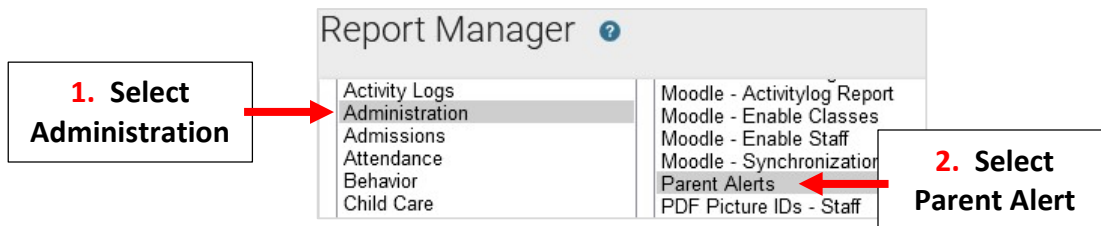


Delete a Parent Alert in FACTS SIS

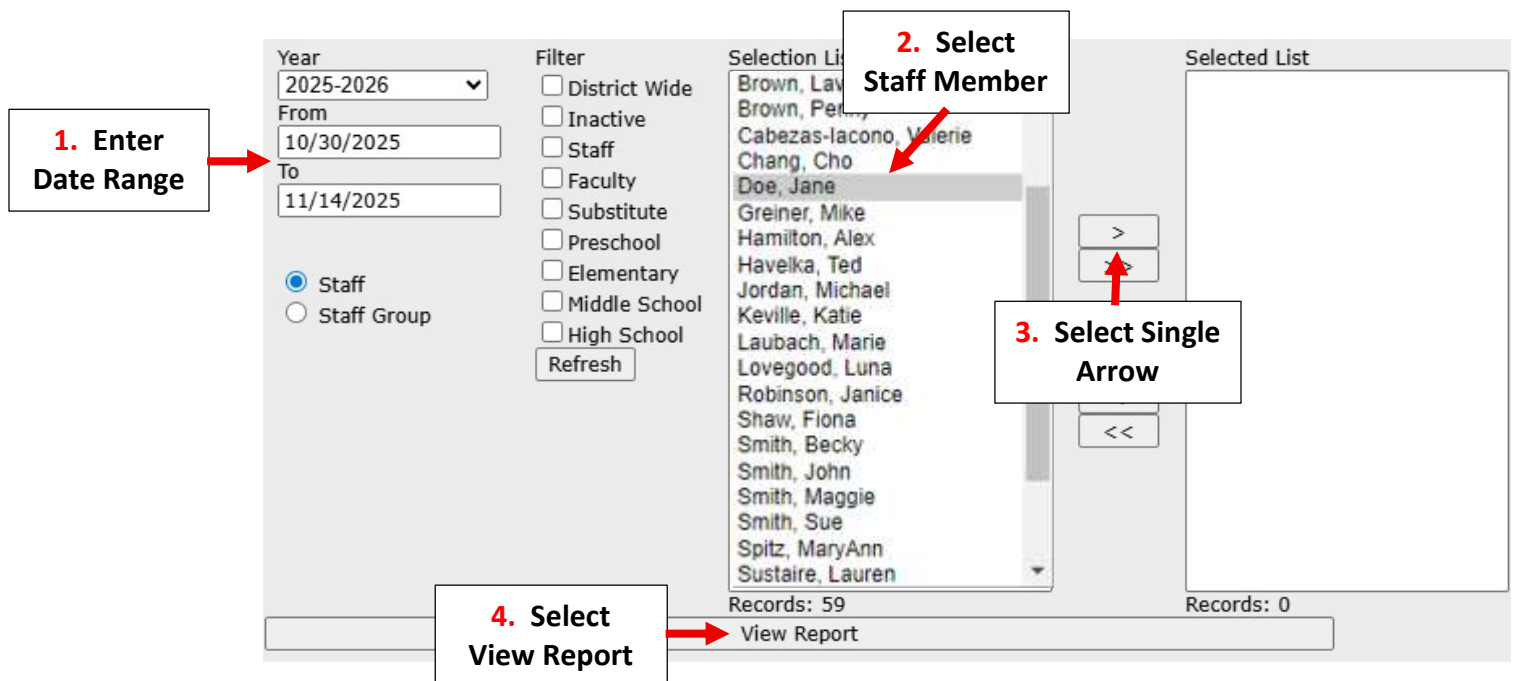
Once logged into FACTS please select **Report Manager**



Select **Administration > Parent Alert**



Enter **Date Range** ****Please Note: From Date should go back at least 2 weeks from Current Date****
Select **Staff Member** Alert was Created by and Select **Single Arrow** to Move to **Selected List**. Select **View Report**



Select **Cancel Alert**

Parent Alert

Printed Date: 11/14/2025

Alerts created between 10/30/2025 - 11/14/2025

Scheduled Date(Local Time)	Date Submitted(Eastern Time)	Status	Parent Alert ID	Details	Cancel
11/18/2025 03:30:00 PM	11/12/2025 09:12:00 PM	Scheduled	403	Details	
11/19/2025 02:45:00 PM	11/12/2025 09:08:00 PM	Scheduled	402	Details	
11/17/2025 02:45:00 PM	11/12/2025 08:54:00 PM	Scheduled	401	Details	

Select
Cancel Alert



Alert will Now Show as **Deleted**

Parent Alert

Printed Date: 11/14/2025

Alerts created between 10/30/2025 - 11/14/2025

Scheduled Date(Local Time)	Date Submitted(Eastern Time)	Status	Parent Alert ID	Details	Cancel
11/18/2025 03:30:00 PM	11/12/2025 09:12:00 PM	Scheduled	403	Details	Alert is now Deleted Canceled by Jane Doe

Alert is now
Deleted

