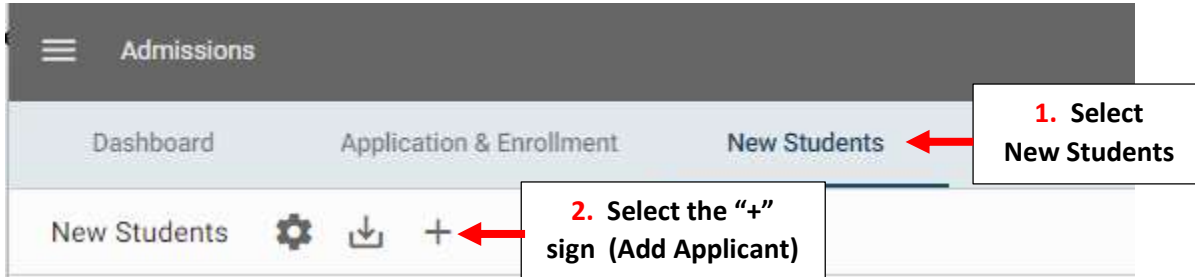


Add a Paper Applicant for Existing Student

****The Following Should be used to Manually Enter "Paper" Applications into FACTS Admissions****

Step 1: Enter a Paper Application into Admissions

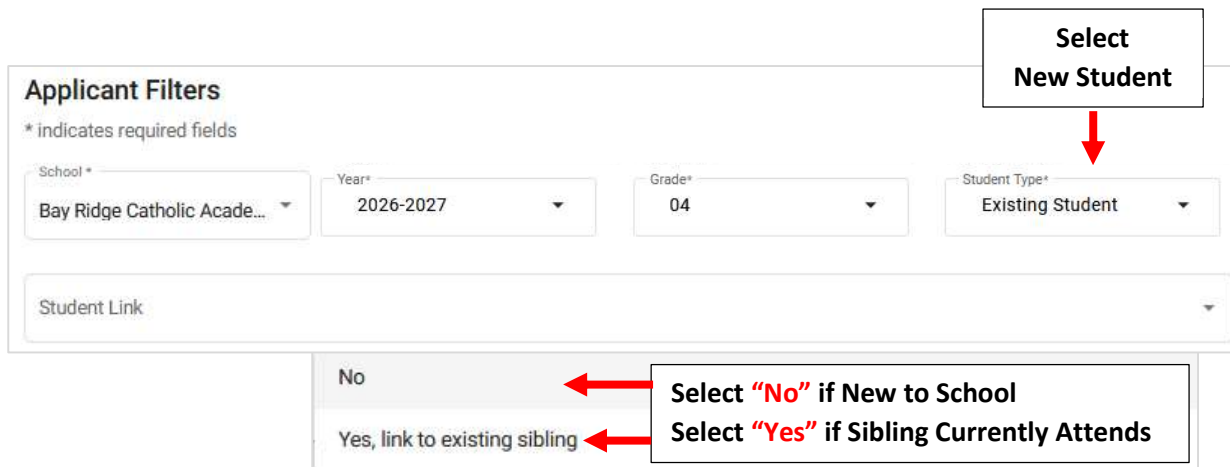
From the Main Menu please select **Admissions > New Students > Select the "+" sign (Add Applicant)**



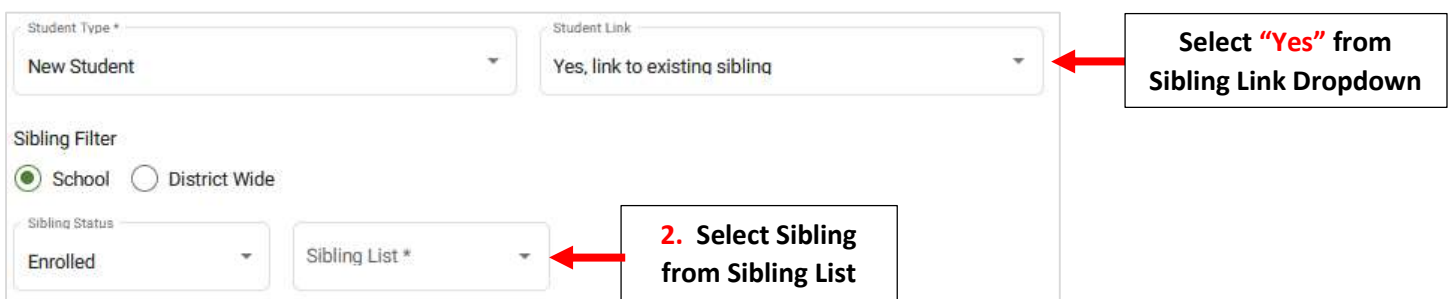
Select **Grade** from Grade Dropdown



Select **"New Student"**. A Student's can be entered as New to the School or Linked to a Sibling*



If **"Yes"** is Selected, Choose Sibling from **"Sibling List"** Dropdown. If **"No"** Continue to **Applicant Informtaion**



Enter **Student's Information** i.e. First Name, Last Name, DOB, Gender. Student Address with Populate Automatically. ****Please note: Email is Student's Email NOT Parent's****

The screenshot shows a form titled "Applicant Information" with the following fields: First Name * (John), Middle Name, Last Name *, Preferred Name, Gender (Male), Date of Birth (1/1/2021), Street Address, City, State, Zip, and Country (United States). Below this is a "Contact" section with Home Phone and Student Email fields. A callout box on the left says "Enter Student's Information" with an arrow pointing to the form. Another callout box on the right says "Email is Student's Email NOT Parent's" with an arrow pointing to the Student Email field.

Select **Family Permissions** and **Family Relationship Settings**

Note-All Permissions EXCEPT Grandparent should be Selected for Each Parent with Custody*

The screenshot shows the "Family Information" form for "Jane Doe" (Mother). At the top, there are checkboxes for "Web Enable Family" and "Accounting", both of which are checked. Below this, there are checkboxes for "Address same as student", "Custody", "Correspondence", "Grandparent", "Grade Related", "Family Portal", and "Financial Responsibility". The "Address same as student", "Custody", "Correspondence", "Grade Related", "Family Portal", and "Financial Responsibility" checkboxes are all checked. The "Grandparent" checkbox is unchecked. There are four numbered callout boxes: 1. "1. Select Web Enabled to allow the Family to log in to Family Portal" points to the "Web Enable Family" checkbox. 2. "2. Select Accounting to include the family in Student Billing" points to the "Accounting" checkbox. 3. "3. Check Address if Same as Student" points to the "Address same as student" checkbox. 4. "4. Select Relationships for each individual (See Guide Below)" points to the "Custody", "Correspondence", "Grade Related", "Family Portal", and "Financial Responsibility" checkboxes.

Family Relationships:

CU - Custody: legally responsible for the student.

CO - Correspondence: receive emails and mail outs from the school regarding the student.

GP - Grandparent: non-custodial grandparent. It is possible to print mailing labels based on the individuals selected as Grandparent.

GR - Grade Related: report card access via email and Family Portal. Custodial parents may receive report cards through the Communications area if this option is not selected. If printing or emailing report cards from Report Manager, only parents with this option selected will receive report cards.

FP - Family Portal: access to the student's information in Family Portal. The parent must have a Family Portal account.

Enter Parent's First Name, Last Name, Relationship, Gender, Marital Status, Home/Work/Cell Phone and Email.
Repeat Process for Additional Relative or Select **"Add Individual"** to **Save** your Changes

****Please Note: Parent Email is Required in FACTS****

1. Enter Parent's Information

2. Enter Contact Information

3. Select Add Individual




Parent Email is Required in FACTS

The form contains the following fields:

- Relation: Mother
- Marital Status: Married
- Salutation: [Dropdown]
- First Name *: Jane
- Last Name *: Doe
- Preferred Name: [Text]
- Gender: Female
- Street Address: [Text]
- City: [Text]
- State: [Dropdown]
- Zip: [Text]
- Country: United States
- Occupation: [Text]
- Company: [Text]
- Home Phone: 555-123-4567
- Work Phone: [Text]
- Cell Phone: 555-123-4567
- Email: email@email.com

Buttons: + Add Individual, Delete Individual

Student will Now Appear in Student List




New Students   

Student (102) ↑	Grade	School	Admissions Status	Inquiry	Application
Doe, Jenny	04	Premier Academy	Submitted		Paper


Student Now Appears in Student List

Step 2: Update Admissions Status

Return to the New Students Dashboard, the Application Status has been Updated to **Paper**. Select **“Submitted”** under **Admission Status**

Dashboard	Application & Enrollment	New Students	Returning Students	Reports	
New Students	  				
Student (11) ↑	Grade	School	Admissions Status	Inquiry	Application ▾
Abbott, Emily	09		Submitted	Paper Applicant	Paper

Select **Update Status**



Emily Abbott

09 - Premier Academy

[Inquiry](#) [Admissions](#)

New Student - Submitted

Status: Submitted
Substatus: None
Grade: 09
Year: Premier Academy: 2021-2022

[UPDATE STATUS](#)

Change **Status** to **Finished**, Verify **Mark Student as Pre-enrolled** is **Checked** and Select **Update Status** to **Save** your Changes.

Update Admissions Status

Status: **Finished**

Grade: **03**

Year: **2022-2023**

Admissions Finished
Do you want to update the SIS Student status?
 Mark Student as Pre-Enrolled

1. Change Status to Finished
2. Verify Mark Student as Pre-enrolled is Checked
3. Select Update Status to Save your Changes

The Student Status has now been Updated. Select Reports to View **Admissions Reports**