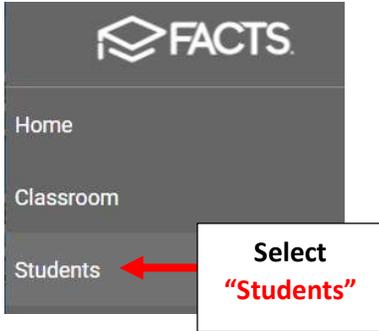
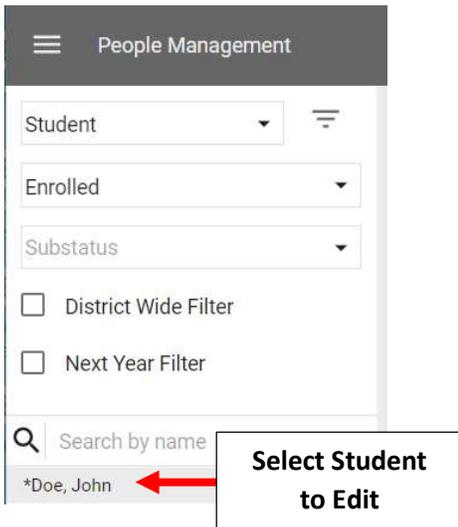


Changing Student Grade Level in FACTS SIS

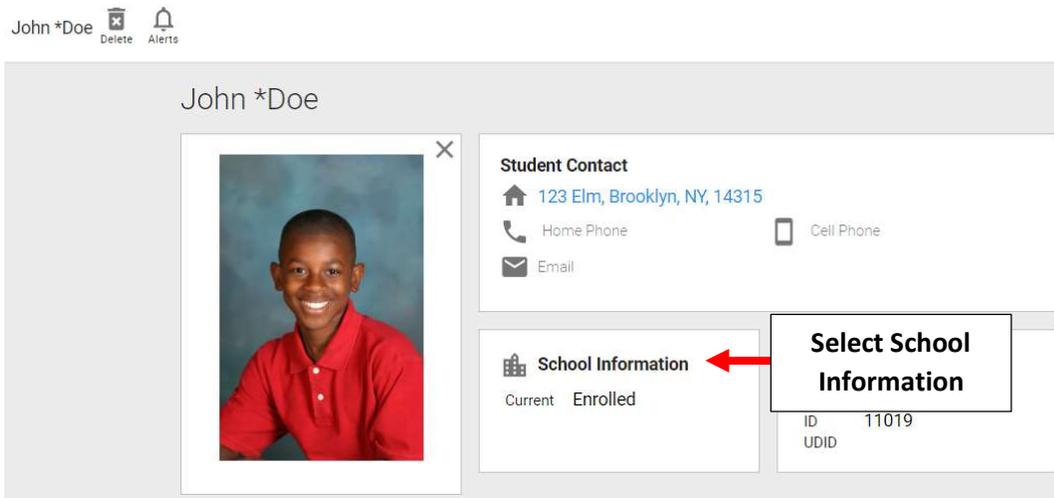
Once logged into FACTS please select **“Students”** from the Left Side Menu



Select the Student you would like to Edit



Select the **“School Information”** Tile



Select **Grade** from Grade Level Dropdown. Select **“Save”** to **Save** your Changes

John Doe Email Instructors

School

The School area allows access to current enrollment information, the student's enrollment history at your school, other schools the student has attended, and the student's current locker information.

Student School Records

Premier Academy (Enrolled)- 07	School
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Add to school

Current School * Premier Academy

Next School Premier Academy

Current Status * Enrolled Grade Level 07 **Select Grade** Next Status Grade Level 07

Sub Status Enrolled Date Wednesday, Apr 21, 2021

Placement Graduation Date Class Year

Student ID 1202550 Withdraw Date

School LID ID Withdraw Reason

Select School Information