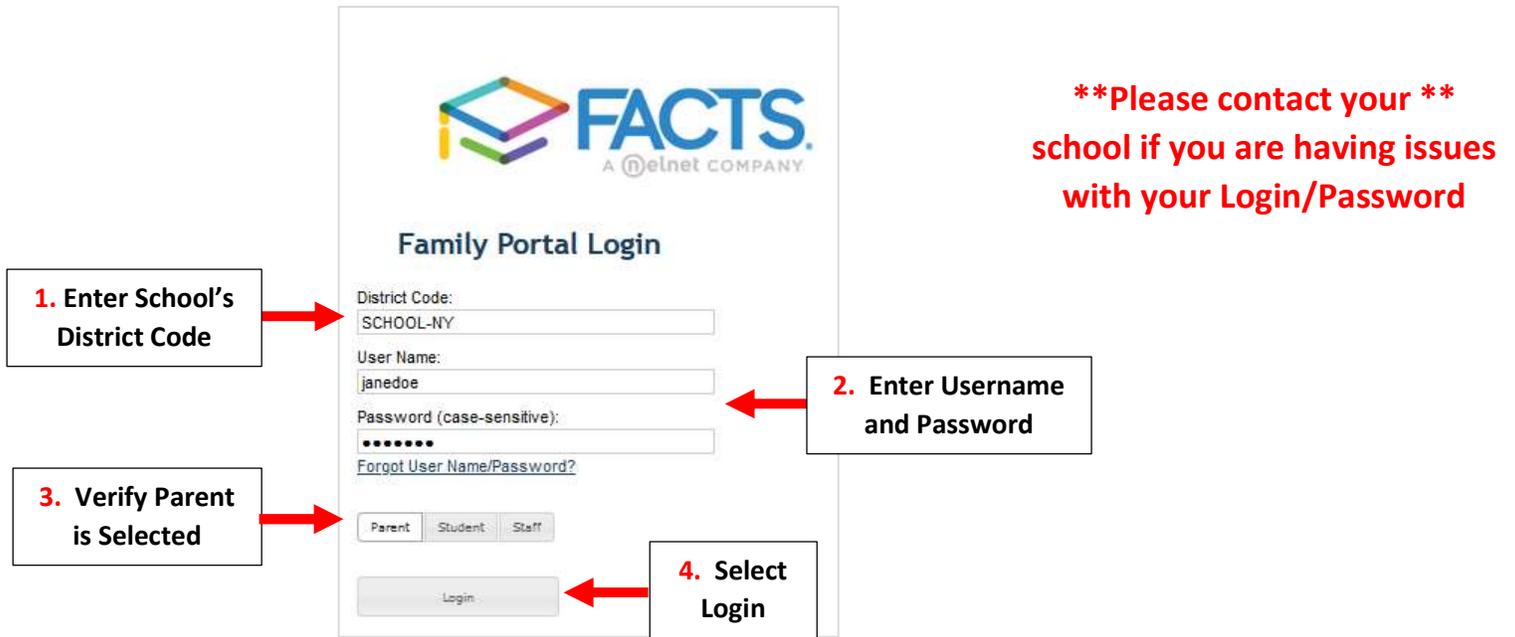


# Completing Student Reenrollment in FACTS SIS

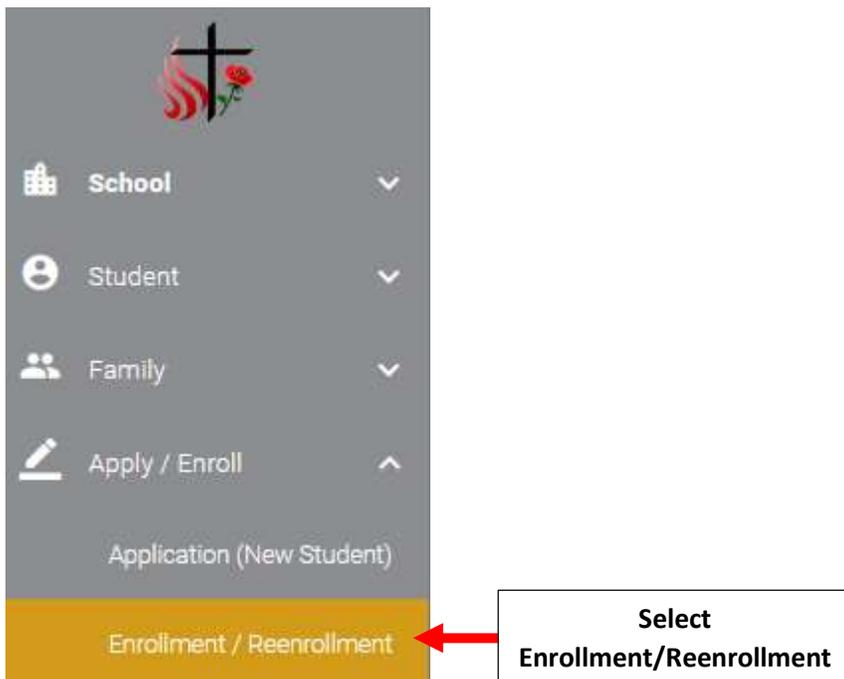
To setup your Parent Portal Account please open an internet browser and go to <https://factsmgt.com> and select **Parent Log in**, then select **FACTS Family Portal**



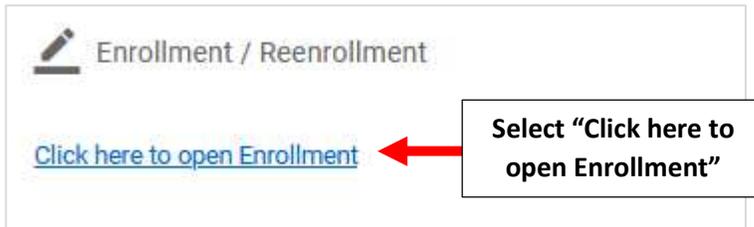
Type your School's District Code **\*\*District Code is Provided by Your School\*\***, Username and Password. Select Login



Once Logged into the Family Portal Select **Enrollment/Reenrollment**



Select **“Click here to open Enrollment”**



Enrollment / Reenrollment

[Click here to open Enrollment](#)

Select **“Click here to open Enrollment”**

Select **“Start Enrollment Packet”**



Enrollment

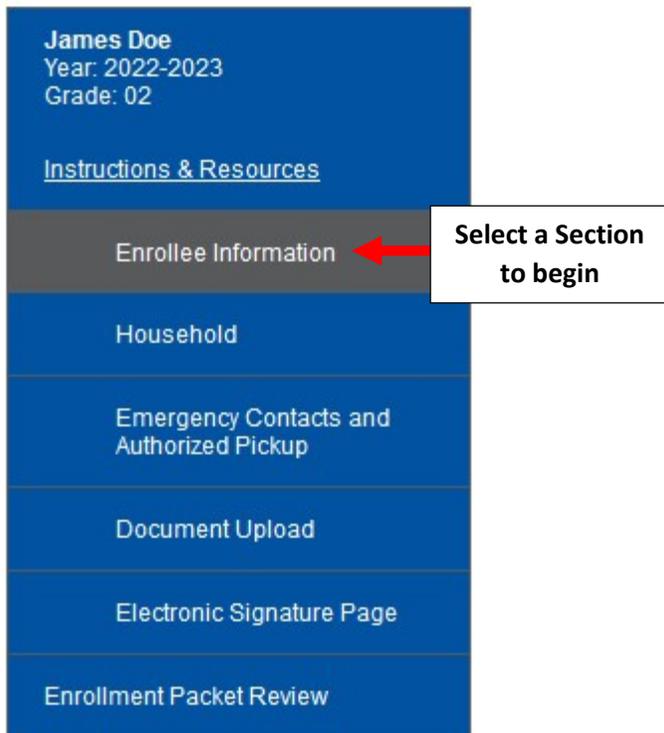
Welcome Jane. You are currently logged in.

School Year: 2022-2023

Student	For Grade	Packet Status
Doe, James	02	<a href="#">Start Enrollment Packet</a>

Select **“Start Enrollment Packet”**

You will now see the Reenrollment Packet **\*\*Please Note: Packet will Vary by School\*\*** Select a Section to begin. **EACH Section Must be Completed in Order to Submit Your Reenrollment Packet**



James Doe  
Year: 2022-2023  
Grade: 02

[Instructions & Resources](#)

Enrollee Information

Household

Emergency Contacts and Authorized Pickup

Document Upload

Electronic Signature Page

Enrollment Packet Review

Select a Section to begin

**\*\*Each Section Must\*\*  
be Completed in Order to Submit  
Your Reenrollment Packet**

Please review all Information Listed, you can make changes as needed by Clicking Field. Once Information has been Completed/Verified, Select **"Save & Next"** to move to Next Section.

**\*\*Please Note: An Asterisk (\*) Denotes a Required Field\*\***

### Enrollee Information

Please fill in the following fields about the *student* as thoroughly as possible.

**Student Name**  
James Doe [\(Change\)](#)

**Preferred Name**

---

### Student Address

**Street Address \***  Click Field to Make Changes

**City \***

**Country \***

**State \***  An Asterisk (\*) Denotes a Required

**Zip \***

---

**Student Date of Birth \***  
 (mm/dd/yyyy)

**Local School**

**Gender \***

**Student Ethnicity \***

**Student Race \***

Select "Save & Next" to move to Next Section

If **Information is Missing** an **Error Message** will Appear. Missing Information **MUST** be Completed to move to Next Section

 **There are 3 missing requirements on this form.** Error Message will Appear if Information is Missing

Final Section is Enrollment Packet Review. Once all Information has been reviewed Select **“Complete Review and Submit Enrollment Packet”**

**\*\*Please Note: Your Reenrollment is Not Complete Until You Have Selected **“Complete Review and Submit Enrollment Packet”**\*\***

James Doe  
Year: 2022-2023  
Grade: 02

Instructions & Resources

- Enrollee Information
- Household
- Emergency Contacts and Authorized Pickup
- Document Upload
- Electronic Signature Page
- Enrollment Packet Review**

## Review and Submit Enrollment Packet

You have completed all the requirements for this enrollment packet. Review your information below. Use the links on the left to make any changes before submitting this packet.

⚠️ Click the **Complete Review and Submit Enrollment Packet** button to submit your packet and make any fee payments that may be necessary.

**Complete Review and Submit Enrollment Packet**

Select **“Complete Review and Submit Enrollment Packet”**

## Enrollee Information

Please fill in the following fields about the *student* as thoroughly as possible.

Student Name:	James Doe
Preferred Name:	
Street Address:	123 Elm St
City:	Brooklyn
State:	NY
Country:	USA
Zip:	14615
Student Date of Birth:	1/1/2016
Local School:	
Gender:	Male
Student Ethnicity:	Non-Hispanic
Student Race:	Asian
Primary Language Spoken at Home:	English

## Electronic Signature Page

### Electronic Signature

The electronic signatures below and their related fields are treated by St. Catherine of Genoa ~ St. Therese of Lisieux CA like a physical handwritten signature on a paper form.

### Agreements

My signature below affirms that all of the information contained in this enrollment packet is correct, complete, and honestly presented. I understand that withholding or misrepresenting information in this packet may jeopardize my child's enrollment.

Check for electronic signature    Name: Jane Doe    Date: 4/25/2022

**Complete Review and Submit Enrollment Packet**

Once Completed Packet Status will Update to **“Submitted”**. To Print a Copy of your Reenrollment Packet Select **PDF**

Enrollment

Welcome Jane. You are currently logged in.

School Year: 2022-2023

Student	For Grade	Packet Status		
Doe, James	02	Submitted 4/25/22	<a href="#">Instructions &amp; Resources</a>	<a href="#">PDF</a>

Packet Status will Update to **“Submitted”**

Select PDF to Print Copy