Edit Term Date in FACTS SIS
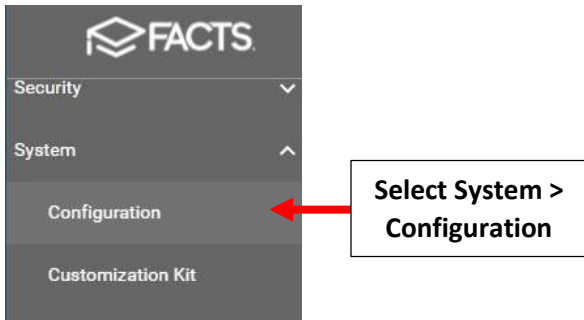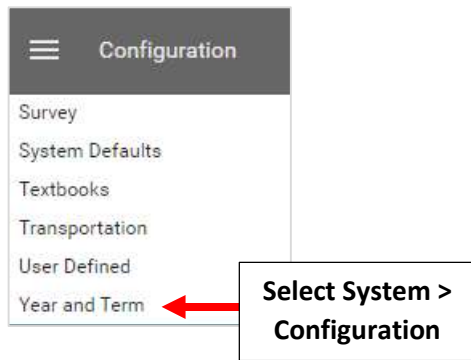
Once logged into FACTS please select System > Configuration from the Left Side Menu

Select System >
Configuration

Select "Year and Term"

Select System >
Configuration

Select the School Year to edit and click on the field(s) to make any changes.   Once changes have are complete, select Save to Save your Changes

Select the
Year to Edit

Select Field(s)
to Edit

Select Save to
Save your