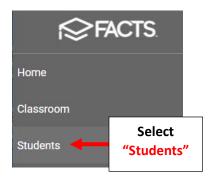
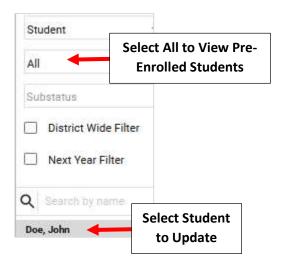
Entering Public School and District in FACTS SIS

Once logged into FACTS please select "Students" from the Left Side Menu



Will Default to Enrolled Students, Select All to list Pre-Enrolled and Select Student to Update



Select "School" from the Right Side Menu. Enter the Public School District and Select Save to Save your Changes

See Document "Locate NYC District Codes for FACTS SIS" for list of District Codes

