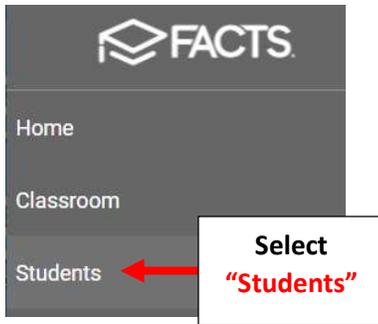
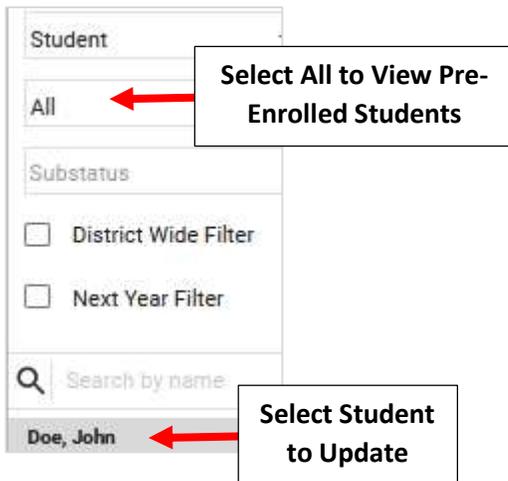


Entering Public School and District in FACTS SIS

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

