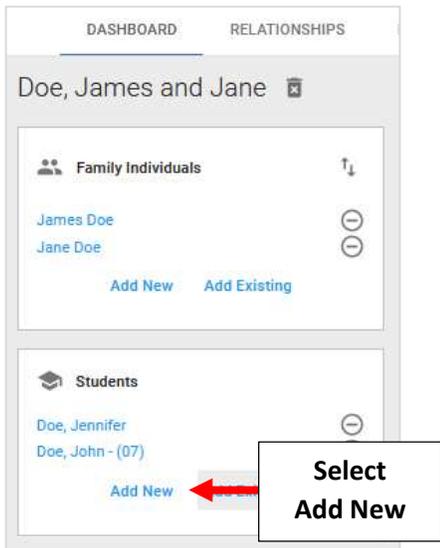


# Entering a New Student to an Existing Family

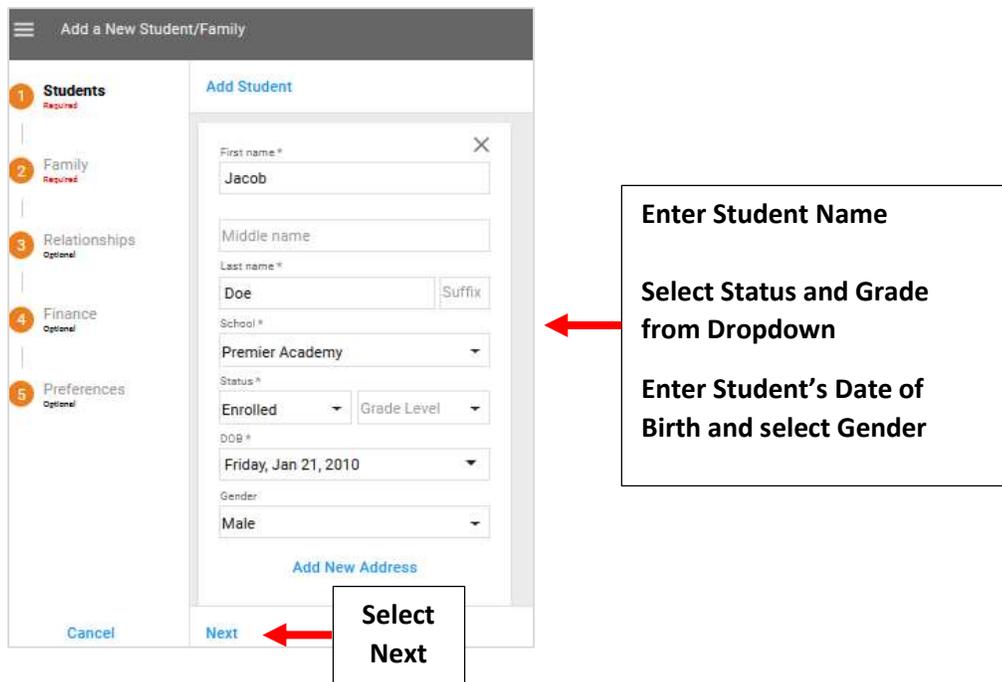
Once logged into FACTS please select **“Family”** from Main Menu and Select Family to Add Student To



Under Student Tile Select **“Add New”**



**Step 1: Enter Student Name, select Status and Grade from Dropdown, enter Student’s Date of Birth and select Gender from Dropdown. Select “Next”**



## Step 2. Confirm Family Information is Correct and Select **Next**

Students Required

2 Family Required

3 Relationships Optional

4 Finance Optional

5 Preferences Optional

Cancel Previous Next

DOE, JAMES AND JANE

Add Family

New Students

- Jacob Doe

Parents

- Doe, James
- Doe, Jane

Existing Students

- Doe, John
- Doe, Jennifer

Confirm Family Information is Correct

Select Next

Step 3 Relationships: **Enter Relationship** for **EACH** Parent i.e. Mother, Father. Select the **“Relationship”** each individual has to each student. The options available are:

1. **CU - Custody**: legally responsible for the student
2. **CO - Correspondence**: receive emails and mail outs from the school regarding the student
3. **GP - Grandparent**: non-custodial grandparent. It is possible to print mailing labels based on the individuals selected as Grandparent
4. **GR - Grade Related**: report card access via email and Family Portal. Custodial parents may receive report cards through the Communications area if this option is not selected. If printing or emailing report cards from Report Manager, only parents with this option selected will receive report cards
5. **FP - Family Portal**: access to the student's information in Family Portal. The parent must have a Family Portal account

Select **Finish**

CU = Custody, CO = Correspondence, GP = Grand Parent GR = Grade Related, FP = Family Portal

| Individual | Relationship | Student Name | CU                                  | CO                                  | GP                       | GR                                  | FP                                  |
|------------|--------------|--------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|
| Doe, James | Father       | Doe, Jacob   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Doe, Jane  | Mother       |              | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

1. Select the Relationship

2. Select the Relationship

3. Select Finish

Cancel Previous Next Finish

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