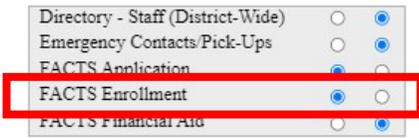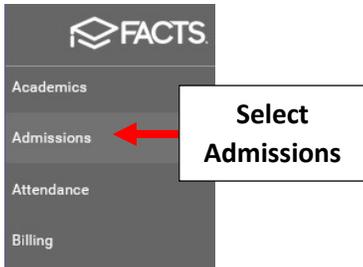# Reenrollment Steps for RCDOB
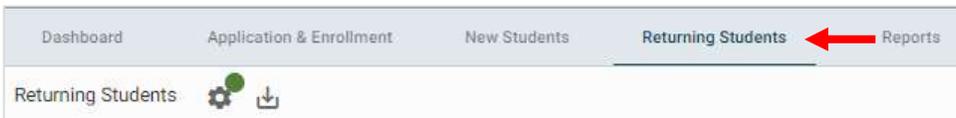
***Please Note: You will need to Turn-On Enrollment in FACTS for Parents to have access through the Family**
Portal. From the Main Menu please go to Family Portal > Configuration and Set FACTS Enrollment to "Show"
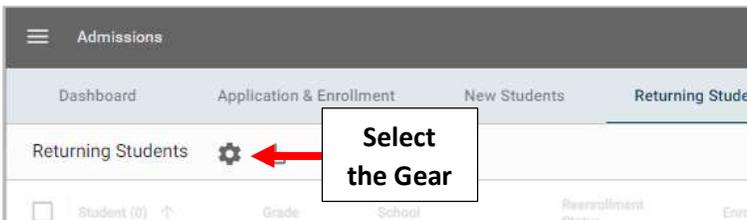
Directory - Staff (District-Wide)	○	●
Emergency Contacts/Pick-Ups	○	●
FACTS Application	●	○
FACTS Enrollment	●	○
FACTS Financial Aid	○	●

Once logged into FACTS please select Admissions

FACTS

Academics

Admissions ← **Select Admissions**

Attendance

Billing

Select Returning Students

Dashboard	Application & Enrollment	New Students	Returning Students ← Reports

Returning Students ⚙ ⬇

Select the Gear to begin Setup

☰ Admissions

Dashboard	Application & Enrollment	New Students	Returning Studen

Returning Students ⚙ ← **Select the Gear**

☐ Student (0) ↑   Grade   School   Reenrollment Status   Enrol

Step 1 – Select Reenrollment Management

Dashboard	Application & Enrollment	New Students	Returning Students

← Enrollment Setup

Reenrollment Management ← **Select Reenrollment Management**

Enrollment Responsibility

Enrollment Notification
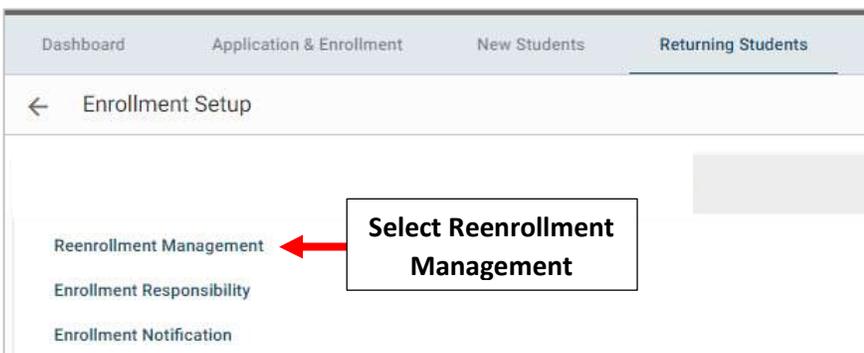
A List of Currently Enrolled Students are listed, Select Create Reenrollment to Generate a list of Students Eligible for Reenrollment

Dashboard	Application & Enrollment	New Students	**Returning Students**	Reports

← **Create Reenrollment** ← Select Create Reenrollment

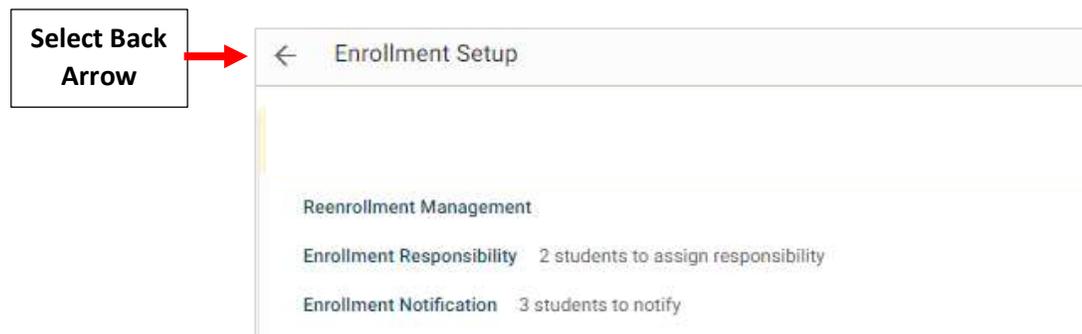## Reenrollment Management - Premier Academy (2021-2022)

The following students are currently enrolled for 2021-2022 but have not been setup for reenrollment in 2021-2022. Click **Create Reenrollment** to start their reenrollment process.

Student	Current Grade	Current School	Reenroll Grade
Connolly, Abby	06	Premier Academy	06
Connolly, Ben	06	Premier Academy	06
Connolly, Carly	06	Premier Academy	06
Tucker, Claire	02	Premier Academy	02

Select Back Arrow to return to Enrollment Setup Menu

Dashboard	Application & Enrollment	New Students	**Returning Students**

Select Back Arrow → ← Create Reenrollment

Reenrollment Management - Premier Academy (2021-2022)

All students currently enrolled for 2021-2022 have been setup for reenrollment in 2021-2022.
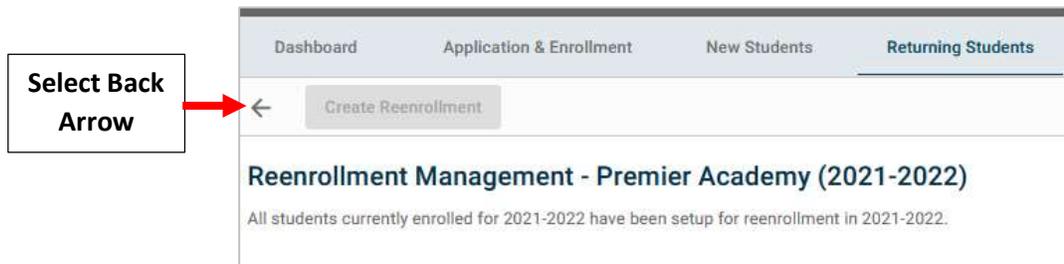
Select Back Arrow to return to Returning Students Menu

Select Back Arrow → ← Enrollment Setup

Reenrollment Management

Enrollment Responsibility   2 students to assign responsibility

Enrollment Notification   3 students to notify

**Step 2: Select Enrollment Responsibility**
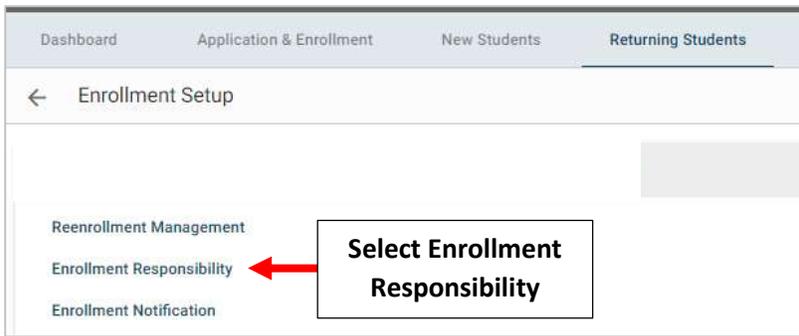
Please Note the Following

1. **Enrollment Responsible Parent is the "Primary" Parent and can be changed using the Parent Dropdown**
2. **Enrollment Responsible Parents listed in RED are either missing**

    1. **An Email Address in FACTS SIS**
   2. **A Login for the Family Portal in FACTS SIS**
        ** Missing emails will need to be corrected to Complete Reenrollment Process **
3.   **Secondary Parent will only be able to Start and Complete a Packet only if they are Selected on this Screen**

Once information is Confirmed select Save Enrollment Responsibility to Save your Changes. Select Back Button to return to Returning Students Menu
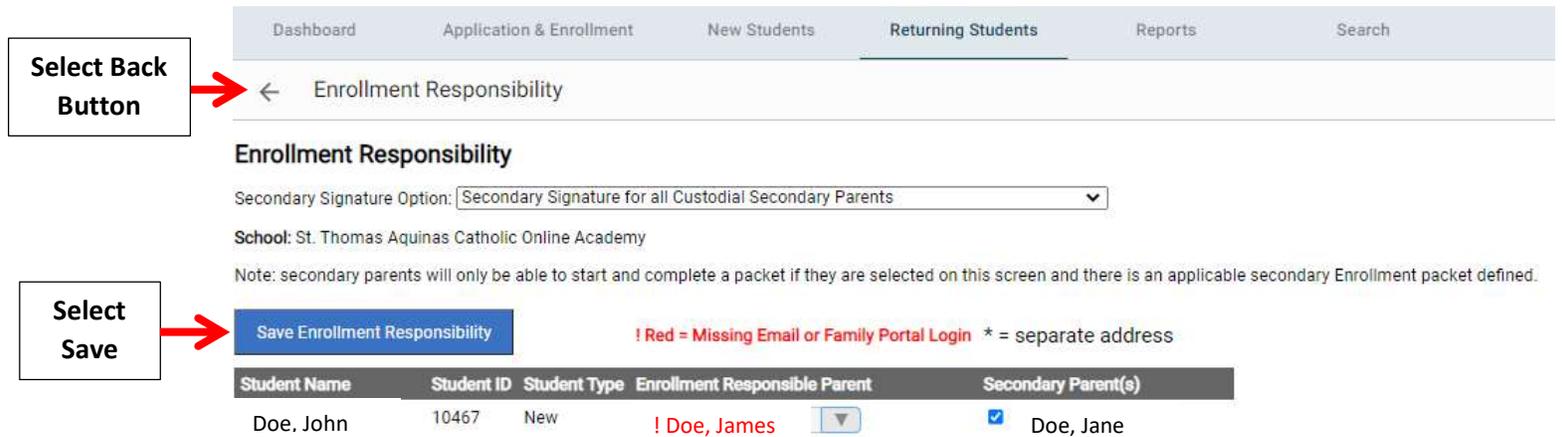

In this Next Step you will send an email to your Eligible Parents notifying them to login into the Family Portal and begin the Reenrollment Process.

Step 3: Select Enrollment Notification
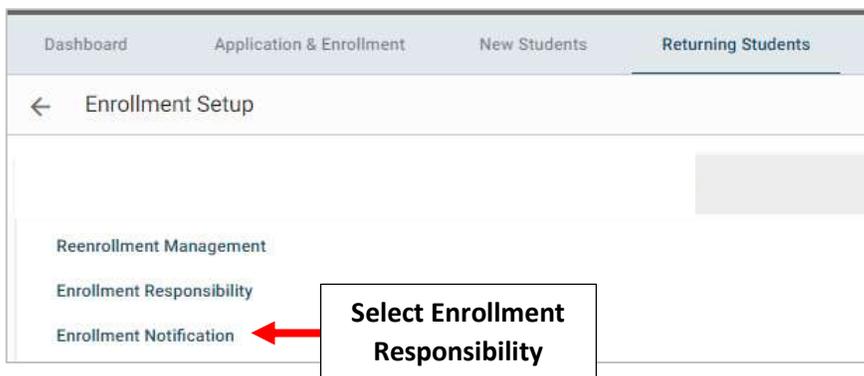
Verify School Year (Enrollment Year) and Select Returning Student – Enrollment Resp Parent from Enrollment Type Dropdown. Select View Recipients


Verify School Year

Select Returning Student – Enrollment Resp Parent

Select View Recipients
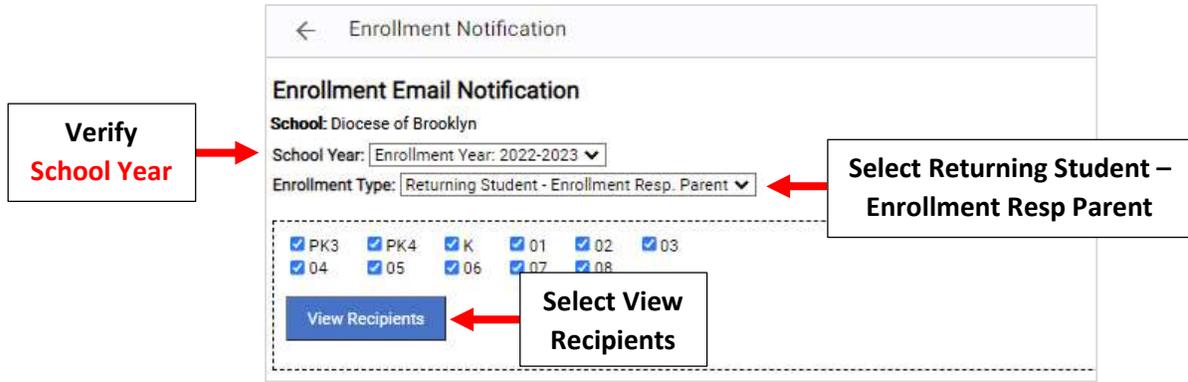
Select Enrollment Responsible Parent from "Send to" Dropdown. Place a Checkmark by desired Recipients, or click Select All than Select Send Email.

Select Enrollment Responsible Parent

Click Send Email

Place a Checkmark by Recipients
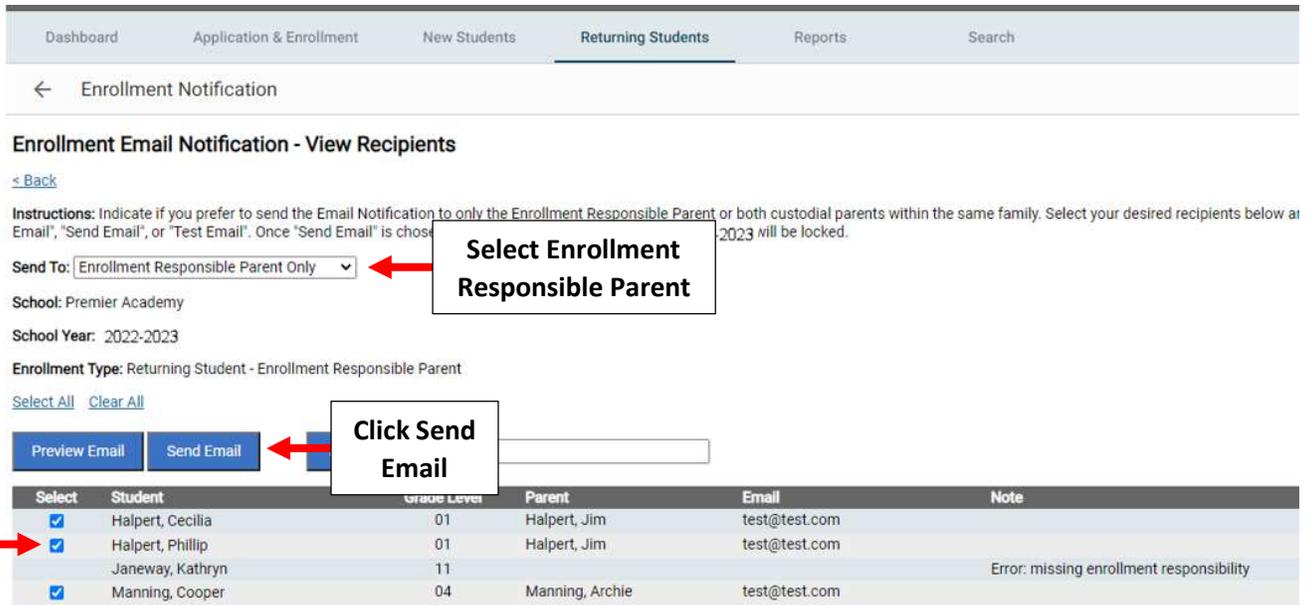
Optional:

- To See What the Emails will Look Like and Ensure Variables Populate Correctly, Click Preview Email
- To receive a Test Email, Enter your email address in "Test Email" and Click Test Email

__Please Note: You Typically Only Need to Test a Few emails to view them exactly as parents would__

Click Preview Email

Enter your Email Address in "Test Email"
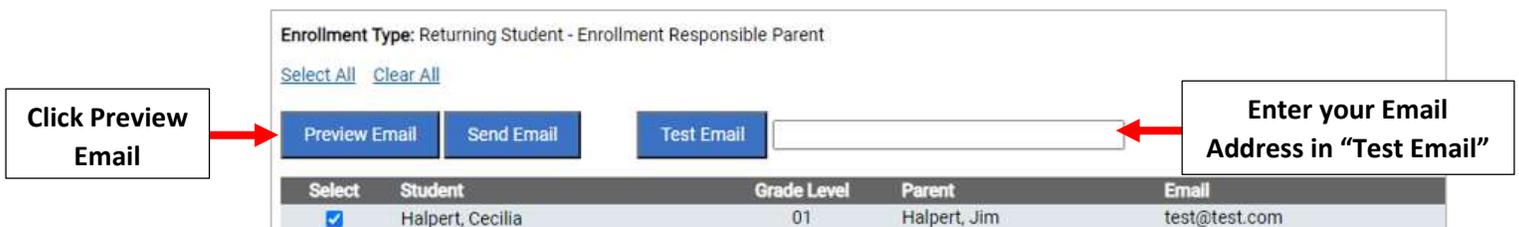
To make Changes to your Enrollment Email Click on "Edit Template"

Current Template:
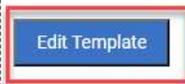
Edit Template   Click on Edit Template

From Email: This will be the "from" email address for the email to the parent:
kevin.aldrich@nelnet.net

Send Copy To: kevin.aldrich@nelnet.net

Email Subject Line: This will be the subject line for the email to the parent:
Reenrollment for 2021-2022

Message Body:

{date}

Premier Academy's administration and staff are already looking ahead and making plans for next school year. In preparation for the start of 2021-2022, please take time now to complete {StudentFirstName}'s reenrollment for next year.

To complete our online reenrollment process, you will access our Family Portal through your existing login. If you do not have a login, please follow the Instructions for Creating a Family Portal Login listed below.

To access Family Portal:

- Please go to www.factsdemo.com
- Select **Logins** from the menu bar and **Family Portal Login** from the drop-down menu.
- Type in your username and password. If you have forgotten your username or password, please click on the link