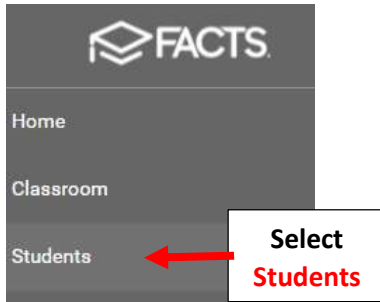


Updating Family Relationships in FACTS SIS

Family relationships distinguish which family individuals are legal custodians of students and which individuals should receive correspondence, grade-related reports, and have access in Family Portal

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



Click on the Family Name

A screenshot of the FACTS SIS Student Profile page. The page is divided into several sections. At the top left is a student photo of a young boy in a red shirt. To the right of the photo is the 'Student Contact' section with a home icon, a phone icon, and an email icon. Below that is the 'School Information' section with 'Current' and 'Next' enrollment dates. To the left of the main content area is the 'Family Portal' section with 'Password' and 'Family Portal' links. At the bottom left is the 'Family' section with a plus sign and a list of family members: 'Abraham, Joe and Maryanne', 'Jacob Doe', and 'Maryanne Abraham'. A red arrow points to the first family member name, and a white box with a black border contains the text 'Click on the Family Name'.

Select the “Relationships” Tab and Select Relationship for each individual. Select options to identify the relationship each individual has to each student. Select **Save** to **Save** your changes

CU - Custody: legally responsible for the student.

CO - Correspondence: receive emails and mail outs from the school regarding the student.

GP - Grandparent: non-custodial grandparent. It is possible to print mailing labels based on the individuals selected as Grandparent.

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.

FP - Family Portal: access to the student's information in Family Portal. The parent must have a Family Portal account.

The screenshot shows the 'Relationships' tab selected in a navigation bar. Below the tab, a legend defines the relationship codes: CU = Custody, CO = Correspondence, GP = Grand Parent, GR = Grade Related, and FP = Family Portal. A table lists two individuals, Jacob Doe, each with a 'Father' relationship to a different student (George Abraham and Silas Abraham). Checkboxes for CU, CO, GP, GR, and FP are provided for each individual. A blue circular 'Save' button is located at the bottom right of the table. Red arrows and callout boxes provide instructions: 'Select the Relationships Tab' points to the tab; 'Select Relationship' points to the relationship dropdown for the second individual; and 'Select Save to Save your changes' points to the Save button.

Individual	Relationship	Student Name	CU	CO	GP	GR	FP
Jacob Doe	Father	George Abraham	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Jacob Doe	Father	Silas Abraham	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>