



To: Elementary Principals and FACTS School users
From: Ted Havelka, Director of Enrollment Management
CC: MaryAnn Spitz, Kevin McCormack
Date: December 22, 2022
Re: Spanish language feature on FACTS admissions pages

As we prepare for admissions and re-enrollment in 2023, please be informed that we enabled the FACTS Spanish Language feature on our Admissions and Enrollment pages to support those who would prefer to read the page in Spanish.

A few notes and examples for clarity:

- This option creates the commonly used toggle button, that allows a user to choose between English and Spanish. Images below. (Only English and Spanish languages are available at this time.*)
- This will display the hard coded labels and headings in the language selected.
- Any text entered by the school, parents, or third parties is NOT automatically translated.
 - This means the fields you customize for your schools info (IE the Admissions online and Application Instructions), can be updated at the school level for both Spanish or English, and displayed based on user selection. Support on this is available from those on the list below.
- (If for some reason you do NOT want the Spanish language *option* on your application, just let us know, and the function can be disabled.)

For any questions or concerns please contact:

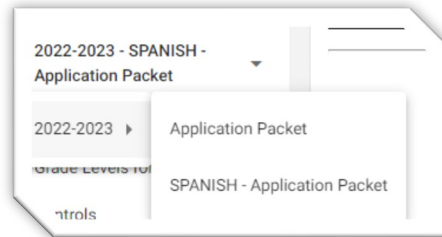
- Nickey Rodgers, nrodgers@factsmgt.com 866-800-6593
- Nicole Freeman nfreeman@factsmgt.com 866-800-6593
- MaryAnn Spitz mspitz@diobrook.org 718-965-7300 x1250
- Ted Havelka thavelka@diobrook.org 203-550-1834

Detail:

- The Admissions Online text and Application packet instructions, that you edit for local detail, can be updated by the schools for both English and Spanish.
- When you navigate and update the “Admissions Online” welcome message for the new year, you will find boxes for (en) and (es) copy you can complete separately.
- When you create your 2023 application packets, you will find a new ‘Spanish Application Packet’. Be sure to ‘copy’ this to 2023, and enter your localized detail in the new packet in Spanish.
- ALL applications will appear in the same queue and are managed in the same way.



When you set up the packets – you will see both options to allow you to customize each accordingly.



When the parent is applying, they will choose and see only the application selected:



Parent / Guardian Information

***First Parent / Guardian**

Salutation * First Name * Mid *

Email Address * Gender
Male Female

Información del Padre / Tutor

***Primer Padre / Tutor**

Saludo * Primer Nombre * Seg *

Dirección de Correo Electrónico * Género
Hombre Mujer

Solicitud - Crea Una Cuenta

Español

* Marcar como campo obligatorio

Primer Nombre *

Apellidos *

Dirección de Correo Electrónico *

Teléfono De Contacto *

Usuario *

Contraseña *

Confirmar Contraseña *

Application - Create an Account

English

* Indicates a required field

First Name *

Last Name *

Email Address *

Contact Phone *

Username *

Password *

Confirm Password *

*For other languages, if a user has their browser set to display in their preferred language, the site will then render in the language of their choosing. This is a browser and / or operating system based setting (Not a FACTS or Diocese service) that is commonly used around the world.