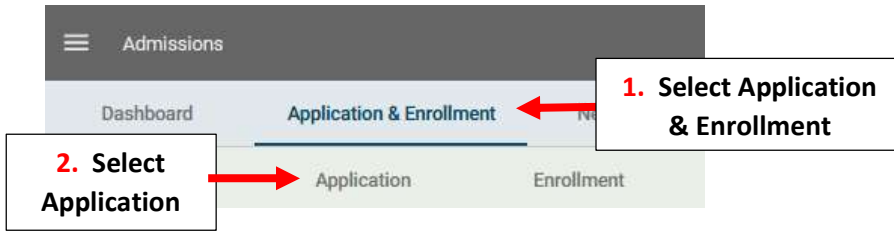


# Copy Application Packet in in FACTS SIS

**\*\*Please Note: New School Year MUST be Created before a New Application Packet is Created\*\***

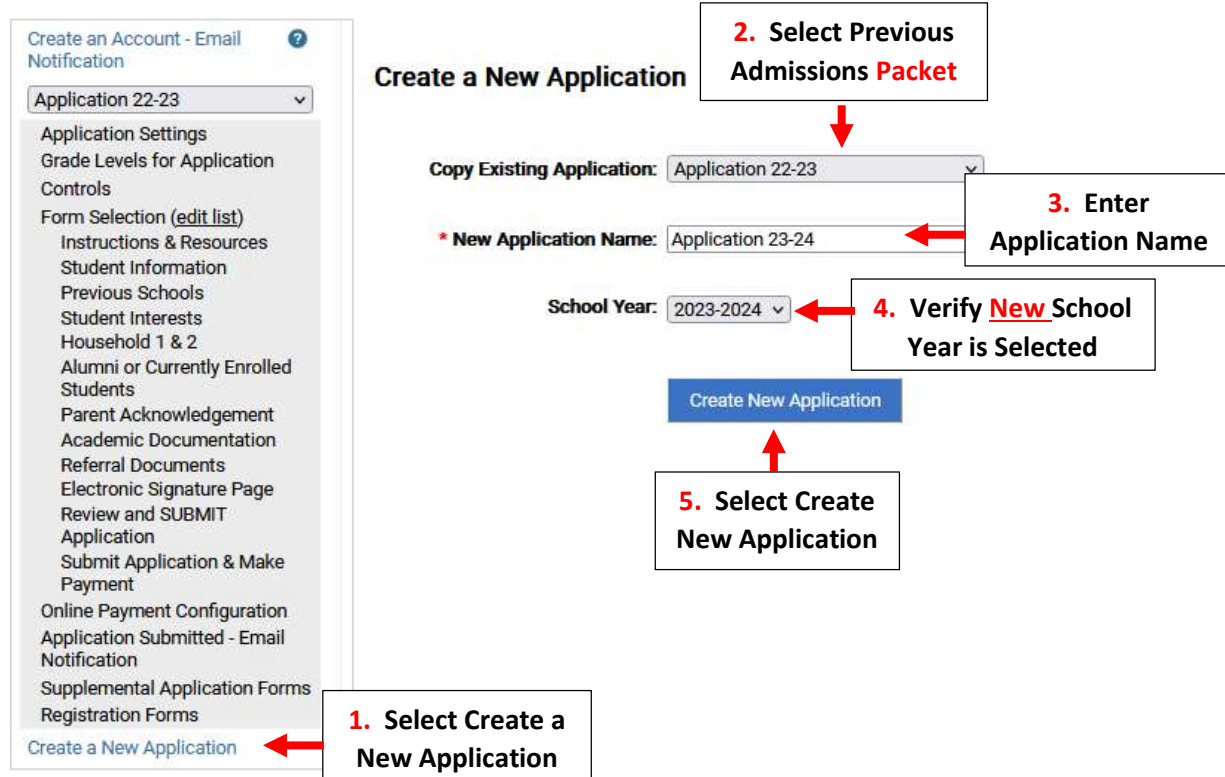
Once logged into FACTS please select **Admissions > Application and Enrollment** and Select **Application**



Select the most Recent **Application** in use



Select **Create a New Application**. Select **Previous Admissions Packet** under **Copy Existing Application** Dropdown. Enter **New Application Name**, Verify **New School Year** is Selected and Select **Create New Application**



Select **Grade Levels** to Include in Application and Select **Save** to **Save Changes**

**Application 23-24**  
**Grade Levels for Application**

The new application has been created.

**Grade Level(s):**

- 01
- 02
- 03
- 04
- 05
- 06
- 07
- 08
- K
- PK3 - Pre K 3
- PK4

**1. Select Grade Levels**

**2. Select Save to Save Changes**

Save

Set Parents can continue working with an In Progress application to **“On”**. By **Default**, Parents will be able to **Create New Students Application** once setting are Saved. To **Prevent** Parents from creating a New Application, Select **“Parents cannot create new student applications”**. Select **Save** to **Save Changes**

**Application 23-24**  
**Controls**

Your grade selections have been saved.

**In-Progress Applications:**  ON - Parents can continue working with an In-Progress application. **1. Set Parents can continue working with an In Progress application to “On”**  
 OFF - Parents cannot continue working with an In-Progress application.

When OFF, display this text when parents try to edit an In-Progress application:  
*Note: you can use **\*\*school\_year\*\*** to display this application's school year to parents.*

**New Applications:**  ON - Parents can create new student applications. **2. By Default, Parents will be able to Create New Students Application**  
 OFF - Parents cannot create new student applications.

**2. Select Save to Save Changes**

Save

To **Close** the **Previous Year's Application**, Select the **Application Packet** and select **Controls**.  
Select **OFF** for "Parents cannot continue working with an In-Progress application". Select **OFF** for  
"Parents cannot create new student applications. Select **Save** to **Save** your Changes

The screenshot shows the 'Application 22-23' configuration page. At the top, there are tabs for 'Inquiry', 'Application', 'Enrollment', 'Design', and 'Settings'. The 'Application' tab is active. On the left, a sidebar contains a list of application settings, with 'Controls' selected. A dropdown menu is open, showing 'Application 22-23' selected. The main content area is titled 'Application 22-23' and 'Controls'. It contains two sections: 'In-Progress Applications' and 'New Applications'. Each section has two radio button options. The 'OFF' option is selected in both. A text area for 'When OFF, display this text...' contains a message from 'FACTS Academy'. At the bottom, there is a 'Save' button. Five numbered callout boxes with red arrows point to: 1. 'Application Packet' in the sidebar, 2. 'Controls' in the sidebar, 3. the 'OFF' radio button for 'In-Progress Applications', 4. the 'OFF' radio button for 'New Applications', and 5. the 'Save' button.

**1. Select Application Packet**

**2. Select Controls**

**3. Select "Off"**

**4. Select "Off"**

**5. Select Save to Save Changes**

**In-Progress Applications:**  ON - Parents can continue working with an In-Progress application.  OFF - Parents cannot continue working with an In-Progress application.

When OFF, display this text when parents try to edit an In-Progress application:

*Note: you can use **\*\*school\_year\*\*** to display this application's school year to parents.*

**New Applications:**  ON - Parents can create new student applications.  OFF - Parents cannot create new student applications.

FACTS Academy is not currently accepting online applications for the 2022-2023 School Year.

Save

