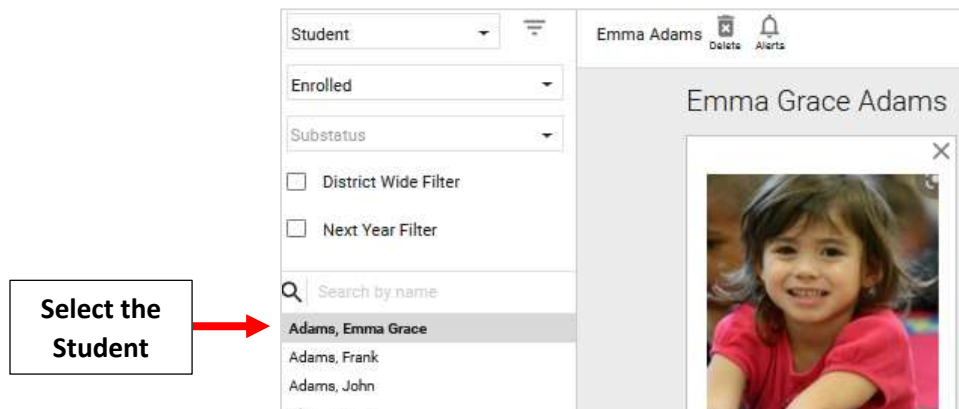


# Create Unique Households in FACTS SIS

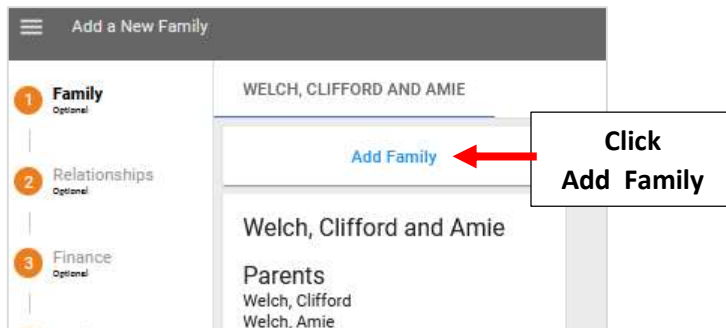
Once logged into FACTS please select **Students** from the Main Menu and Select the **Student** whose **Family Circumstances** have Changed



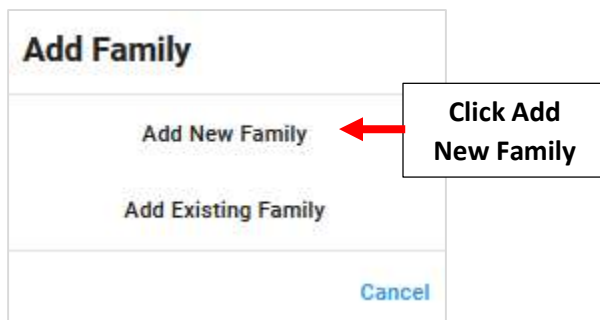
Click on the **“+”** on the Family Tile



Click **Add Family**



Click **Add New Family**



Since you will add a parent who already exists in FACTS SIS, Click **"X"** to **Delete** the Default Father and Mother

Click "X" to Delete

ADAMS, AND    WELCH, CLIFFORD AND AMIE

Add Family

Add Family Individual

Default Relationship

Father

Salutation

Mr.

Default Relationship

Mother

Salutation

Mrs.

Click "X" to Delete

Click **Remove** to Confirm Each Option

Confirm removal

Are you sure you want to remove this person from this family?

Cancel

Remove

Click Remove

Click **Add Family Individual**

ADAMS,    WELCH, CLIFFORD AND AMIE

Add Family

Add Family Individual

Family Information

Family Name

Adams,

Click Add Family Individual

Click **Add an Existing Person**

Add a New Person

Add a New Person

Add an Existing Person

Cancel

Click Add an Existing Person

Select **Parent** from the top dropdown list and **Select the Parent** you would like to put in a **Separate Household** and Select **OK**

Add a New Person

Parent

Enrolled

Substatus

Q

Welch

X

Welch, Amie

Welch, Clifford

Count: 2

Cancel

OK

Select Parent

Select Parent to put in Separate Household

Select OK

Select **Financial Responsibility** if the parent should have Financial Responsibility Assigned. Click **"X"** to **Delete the Address** from the Parent

Default Relationship

Salutation

Mr.

First name \*

Clifford

Middle name

Last name \*

Welch

Suffix

Gender

Male

Financial Responsibility

Address

Address

757 Maple Lane

Select Financial Responsibility if Applicable

Click "X" to Delete the Address

Click **Remove** to Confirm

Confirm removal

Are you sure you want to remove this address?

Cancel

Remove

Click Remove to Confirm

Click **Add New Address** and type a New Street Address, City, State, and Postal Code and Select Next

Financial Responsibility

Financial Responsible parents require an address.

Add New Address

Select Added Address

Click Add New Address

Address

Address \*

123 Main St

Address Line 2

City \*

Brooklyn

State \*

New York

Postal Code \*

14615

Country \*

United States

Home Phone

Cell Phone

555-555-2595

Email #1

email@email.com

Email #2

email@email.com

Next

Finish

Select Next

Update the Relationships and Access for the Parent, then Click Next

Family

Relationships

Finance

Preferences

ADAMS, WELCH, CLIFFORD AND AMIE

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

Individual	Relationship		CU	CO	GP	GR	FP
Welch, Clifford	Father	Adams, Emma	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Click Next

Update Relationship

Enter New Address Information

Set the **Financial Responsibility Percentages** for **Each** Parent then click Finish

Set the Financial Responsibility Percentages for Each Parent

Set Accounting Systems to

100 % Welch, Clifford [Apply](#)

Accounting System	Total Percent	Welch, Amie (15980...	Welch, Clifford (0)
General	0	0	100
Lunch	0	0	100

Click Finish

Finish

Select **I'm Done** to Close Window

Wizard complete

All Saves Completed.

[Run again](#) [I'm done](#)

Select I'm Done