Move Application to New Admissions Year in FACTS SIS

Once logged into FACTS please select Admissions > Application and Enrollment. Select Student Application to Edit

	Student (7) ↑	Grade	School	Status ▼	Submit Date
☐	Connolly, Ben		cademy	Import Completed	09/24/2021
☐	Haindel, Evelyn	12	Premier Academy	Import Completed	12/03/2021
☐	Haindel, Rob	07	Premier Academy	Import Completed	12/09/2021

Select Student

Select Application

Ben Connolly
08 - Premier Academy

Inquiry   Application

Select Application

Import Complete
All application actions have been completed

Select Update Status

Ben Connolly
08 - Premier Academy

Inquiry   Application   Admissions

New Student - Finished
Status: Finished
Grade: 08
Year: Premier Academy: 2022-2023

UPDATE STATUS

Select Update Status

Select the School Year to Move Student to and Select Update Status to Save your Changes

Update Admissions Status

Status
Finished ▼

Grade
08 ▼

Year
Premier Academy: 2023-2024 ▼

Changing the year will remove the Application link

Cancel   Update Status

Select School Year

Select Update Status to Save your Changes