

Sending a Parent Alert Email Message in FACTS SIS

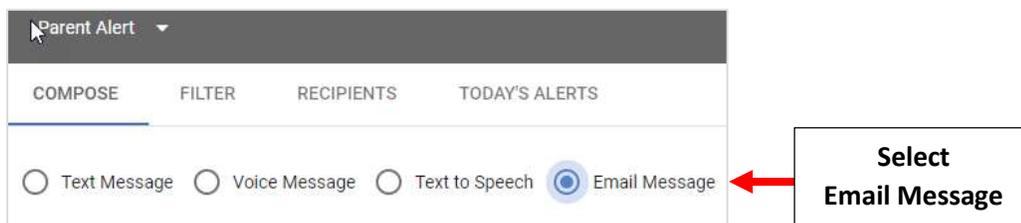
Once logged into FACTS please Select **Communications** from the Main Menu



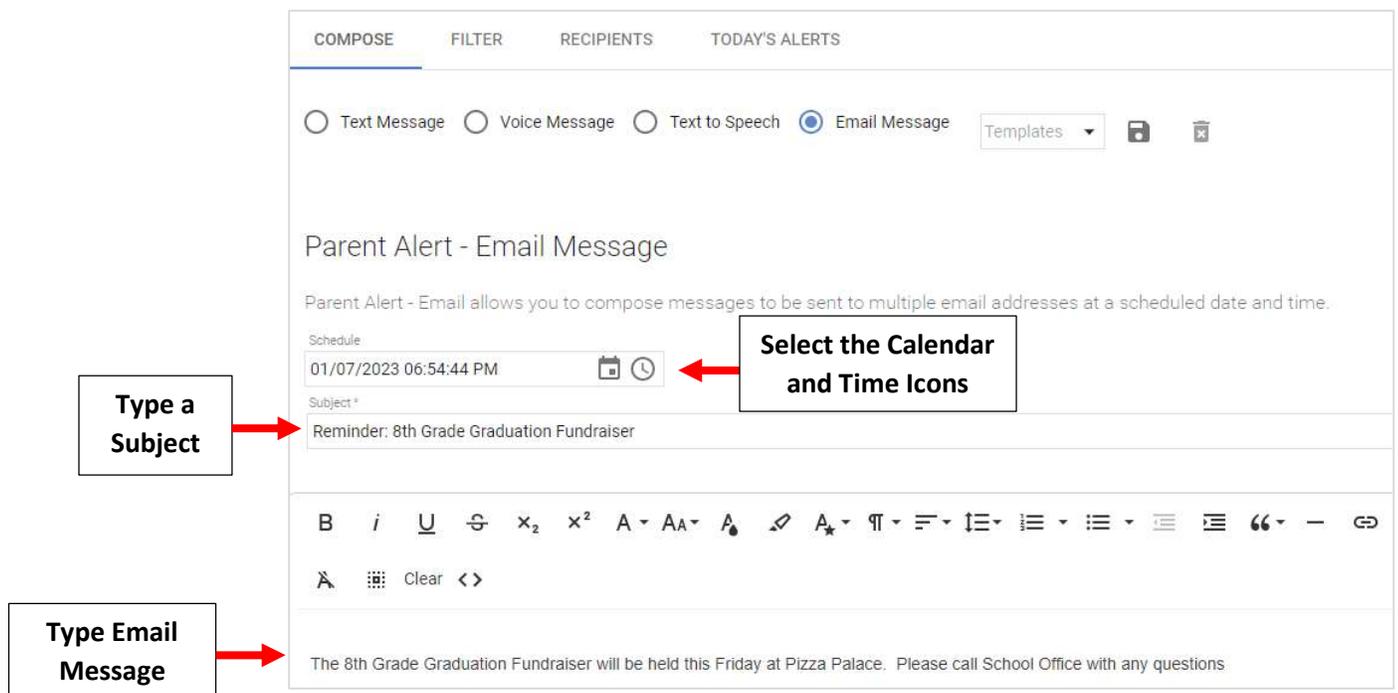
Select Parent Alert from the Communications dropdown menu



Select **Email Message**



Select the **Calendar and Time Icons** to Schedule **Date and Time** Email will be Sent. Type a **Subject** for the Email and Type Email Message



Select **Filter** to Display Recipient Filter Options. Select **Filters** to **Limit** the Recipient List. Select **Recipients** and **Click >** to **Select Individual Recipients** or **>>** to **Select All Recipients**

Select Filter

Select Filters to Limit the Recipient List

School: High School, Type: Student, Status: Enrolled

Staff: Staff, Staff E

Students: Student, Custod, Correspondence, Grandp

Click **Recipients** to view a list of **All Individuals to Receive the Alert**.

Click Recipients

COMPOSE FILTER **RECIPIENTS**

Emails

Person	Correspondence	Custody
Adams, Emma	Lee-Ann.Pepicelli@factsmgmt.com	Lee-Ann.Pepicelli@factsmgmt.com
Adams, Frank	N/A	N/A
Adams, John	Lee-Ann.Pepicelli@factsmgmt.com	Lee-Ann.Pepicelli@factsmgmt.com
Akins, Maggie	Lee-Ann.Pepicelli@factsmgmt.com	Lee-Ann.Pepicelli@factsmgmt.com
Allison, Gabrielle	Lee-Ann.Pepicelli@factsmgmt.com	Lee-Ann.Pepicelli@factsmgmt.com
Alvarado, Hannah	Lee-Ann.Pepicelli@factsmgmt.com	Lee-Ann.Pepicelli@factsmgmt.com
Alvarez, Raelynn	Lee-Ann.Pepicelli@factsmgmt.com	Lee-Ann.Pepicelli@factsmgmt.com
Andrews, Diana	Lee-Ann.Pepicelli@factsmgmt.com	Lee-Ann.Pepicelli@factsmgmt.com
Bachman, Andrea	Marielaubach@yahoo.com	Marielaubach@yahoo.com
Bachman, Kayla	Marielaubach@yahoo.com	Marielaubach@yahoo.com
Baird, Lexi	Lee-Ann.Pepicelli@factsmgmt.com	Lee-Ann.Pepicelli@factsmgmt.com
Baird, Ryan	Lee-Ann.Pepicelli@factsmgmt.com	Lee-Ann.Pepicelli@factsmgmt.com
Barnett, Alexandra	Lee-Ann.Pepicelli@factsmgmt.com	Lee-Ann.Pepicelli@factsmgmt.com
Barnett, Josephine	Lee-Ann.Pepicelli@factsmgmt.com	Lee-Ann.Pepicelli@factsmgmt.com
Benavides, Greyson	Lee-Ann.Pepicelli@factsmgmt.com	Lee-Ann.Pepicelli@factsmgmt.com
Bender, Alyssa	Lee-Ann.Pepicelli@factsmgmt.com	Lee-Ann.Pepicelli@factsmgmt.com
Bender, Julian	Lee-Ann.Pepicelli@factsmgmt.com	Lee-Ann.Pepicelli@factsmgmt.com
Benton, Sienna	Lee-Ann.Pepicelli@factsmgmt.com	Lee-Ann.Pepicelli@factsmgmt.com

