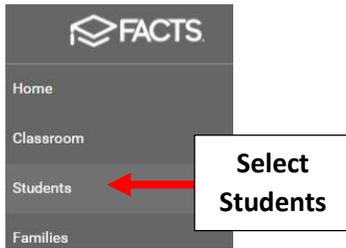


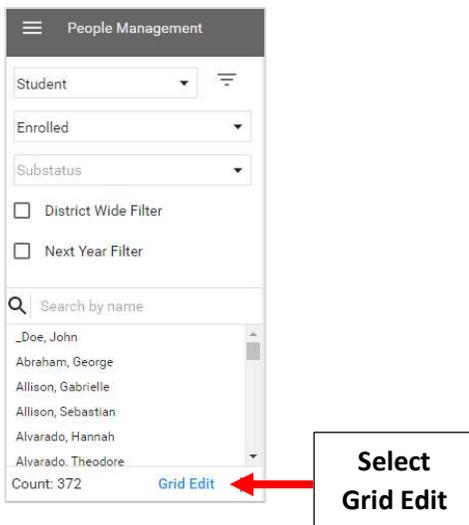
Updating Public School District “District of Residence” Using Grid Edit

Once logged into FACTS please select **Students** from the Left Side Menu

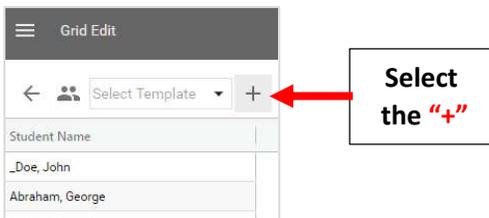


*****Please Note: Save Often To **
Avoid Loss of Data Entered***

Select **Grid Edit**



Select the **“+”**



Place a Check in the Fields **Last Name, First Name, Address, City, State, Postal Code** and **Public School District** and Click on the Single Arrow to move field(s) to the Right. Select **Save and Close**

*****Please Note: There is No Limit to the Number of Fields you Can Select*****

Select Edit Fields

Template Name
Type a Title to create a Template: New Selection

1. Place a Check in the Field

2. Click on the Single Arrow

3. Select **Save and Close**

Selected Fields will display and **Missing Data** appears **Blank**. Click in **Field** to enter Missing Data. Select **Save** to **Save** your Changes

| Student Name | Last Name (*) | First Name (*) | Public School District |
|--------------------|---------------|----------------|------------------------|
| Adams, Claire | Adams | Claire | 332000 |
| Akins, Maggie | Akins | Maggie | 332000 |
| Baird, Ryan | Baird | Ryan | 353100 |
| Barnett, Alexandra | Barnett | Alexandra | |
| Bender, Alyssa | Bender | Alyssa | 353100 |
| Brooks, Maryam | Brooks | Maryam | 332000 |
| Burnett, Sarah | Burnett | Sarah | 332000 |
| Cisneros, Natalia | Cisneros | Natalia | 332000 |
| Connolly, Abby | Connolly | Abby | 332000 |
| Connolly, Ben | Connolly | Ben | |

Click in Field to enter Missing Data

Select **Save** to **Save** your Changes

*****Please Note: Save Often To Avoid Loss of Data Entered*****