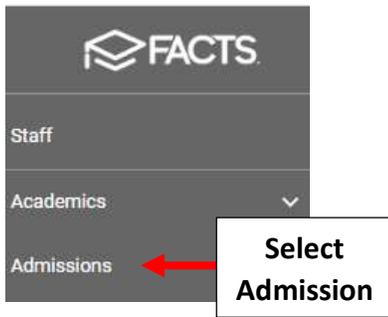
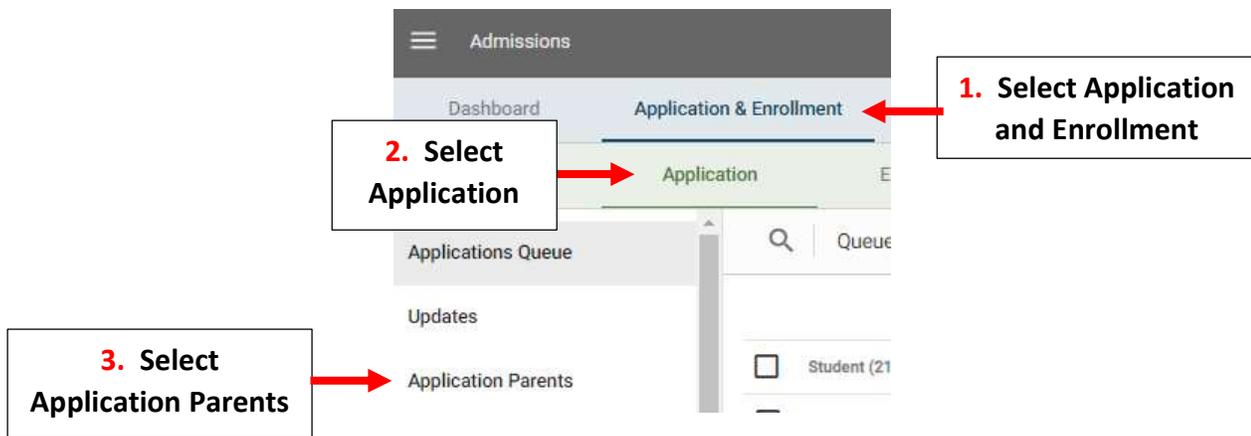


# Transfer Students to New Admission Year in FACTS SIS

Once logged into FACTS please Select **Admissions**



Select **Application and Enrollment > Application > Application Parents**



Enter **Student's Last Name**, Select **All Parents** from **Status Dropdown** and Select **Search**

A screenshot of the 'Application Parents' search form. The form contains fields for Parent Last Name, Parent First Name, Student Last Name (with 'Colon' entered), and Student First Name. Below these fields is a 'Status' dropdown menu set to 'All Parents' and a 'Search' button. Three callout boxes with red arrows indicate the steps: '1. Enter Student's Name' points to the Student Last Name field, '2. Select All Parents' points to the Status dropdown, and '3. Select Search' points to the Search button.

## Select the **Student Application**

**Application Parents**

Parent Last Name:  New [Log in to Test Account](#)

Parent First Name:

Student Last Name:

Student First Name:

Status:

[Search](#)

1 parents found.

Parent	Email	Student Applications	Active	Edit Profile	Auto Login
Torres, Miriam L (Miriam8)	<a href="#">Email</a>	<a href="#">1 student application</a>	Yes	<a href="#">Edit Profile</a>	<a href="#">Auto Login</a>

Select the Student Application

## Select **Assign to Different App** Link

**Miriam L Torres**

[< Back to Search Results](#)

Note: if you select the "School Pay" option for any of the students listed below, the parent screen when submitting the application.

Student Name	School Year	Assign to Different App	St
Colon, Mirynet	2023-2024	<a href="#">Assign to Different App</a>	

[Save Changes](#)

Select Assign to Different App

## Select **New Grade and Application** from **Move to Application** Dropdown

**Mirynet Colon**

**Assign to a Different Application**

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Current Application: 2022-2023 - Grade 04: Application 22-23 (Premier Academy)

Move to Application:

Reassigning an application will a

- Select an Application -
- 2023-2024
- Grade K (Premier Academy): Application 2023-2024
- Grade 01 (Premier Academy): Application 2023-2024
- Grade 02 (Premier Academy): Application 2023-2024
- Grade 03 (Premier Academy): Application 2023-2024
- Grade 04 (Premier Academy): Application 2023-2024
- Grade 05 (Premier Academy): Application 2023-2024**
- Grade 06 (Premier Academy): Application 2023-2024
- Grade 07 (Premier Academy): Application 2023-2024

contacts

Select Assign to Select New Grade and Application

## Select **Move Application**

**Mirynet Colon**

**Assign to a Different Application**

[< Back](#)

Current Application: 2022-2023 - Grade 04: Application 22-23 (Premier Academy)

Move to Application:

Reassigning an application will automatically generate a referral document email to any listed referral contacts.

← **Select Move Application**

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

**Miriam L Torres**

Your changes have been saved.

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Note: if you select the "School Pay" option for any of the students listed below, the parent will be able to bypass the payment screen when submitting the application.

Student Name	School Year	Assign to Different App	Status	Online Payment		PDF
				Parent Pay	Fee Waived	
Colon, Mirynet	2023-2024	<a href="#">Assign to Different App</a>		<input checked="" type="radio"/>	<input type="radio"/>	<a href="#">PDF</a>

← **Select Save Changes**

## The Application has now been Transferred to New Year

Application	Enrollment	Design	Settings
<input type="checkbox"/> Student (2) ↑	Grade	School	Status
<input type="checkbox"/> Colon, Mirynet	05	Premier Academy	Import Completed
<input type="checkbox"/> Leonard, Susan	06	Premier Academy	Import Completed

← **The Application has now been Transferred**