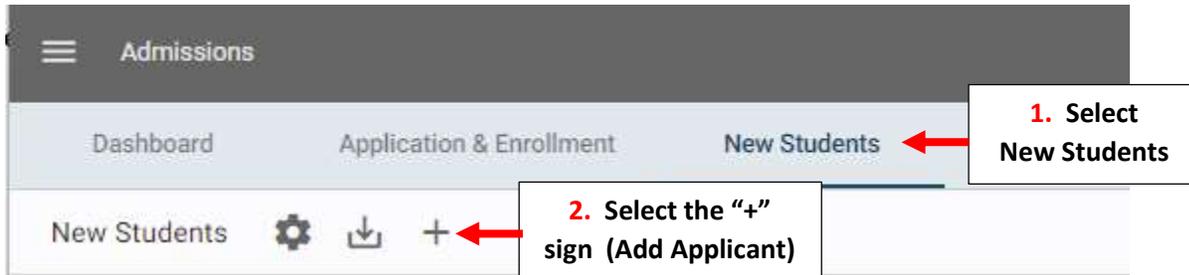


Add a Paper Applicant in FACTS Admissions

****The Following Should be used to Manually Enter "Paper" Applications into FACTS Admissions****

Step 1: Enter a Paper Applicant to Admissions

From the Main Menu please select Admissions > New Students > Select the "+" sign (Add Applicant)



Select Grade from Grade Dropdown

A screenshot of the "Add Applicant" form. The form has a title bar with a back arrow and the text "Add Applicant". Below the title bar are three input fields: "School" with a text input field containing "School Name", "Year" with a dropdown menu showing "2022-2023", and "Grade" with a dropdown menu showing "--Select Grade Level--". A red arrow points from a callout box labeled "Select Grade Level" to the "Grade" dropdown menu.

Select "New Student"

A screenshot of the "Add Applicant" form. The form has a title bar with a back arrow and the text "Add Applicant". Below the title bar are three input fields: "School" with a dropdown menu showing "Premier Academy", "Year" with a dropdown menu showing "2021-2022", and "Grade" with a dropdown menu showing "04". To the right of these fields is a "Student Type" dropdown menu. The dropdown menu is open, showing three options: "--Select Type--", "New Student", "Existing Student", and "Inquiry Student - Paper Applicant". A red arrow points from a callout box labeled "Select New Student" to the "New Student" option.

****Please Note: A Student's can be entered as New to the School or Linked to a Sibling***

Option 1: No Sibling currently at School - Select **"No"** from **Sibling Link Dropdown**. Enter **Student's Information** i.e. First Name, Last Name, DOB, Gender, Address etc. ****Please note: Email is Student's Email NOT Parent's****

The screenshot shows the 'Add Applicant' form. On the left, there are dropdown menus for 'School' (Premier Academy), 'Year' (2021-2022), and 'Grade' (04). On the right, there is a 'Student Type' dropdown (New Student) and a 'Sibling Link' dropdown (No). A red arrow points from a box labeled 'Select "No" from Sibling Link Dropdown' to the 'Sibling Link' dropdown. Below these is the 'Applicant Information' section with fields for Last Name (Jenny), First Name (Doe), Middle Name, Gender (Female), Birthdate (01/01/2019), Email, Home Phone (555-555-!), Street Address (123 Elm Street), City (Brooklyn), State (NY), Zip (14615), and Country. A red arrow points from a box labeled 'Enter Student's Information' to the 'Last Name' field.

****Please Note: Each Relative will Need to be Entered Separately as Individual 1, Individual 2 etc.**

Check Individual 1 and place Checkmarks for **Each Relative** as follows:

1. Address Same as Student – Check here if Relative has Same Address as Student
****Please Note: If Address is the same you Are Not Required to Enter Address Again**
2. Custody – Check here if Relative has Custody of Student
3. Correspondence - Check here if you would like Relative to receive Emails and Parent Alerts
4. Grandparent – Check here if Relative is a Grandparent
5. Financial Responsibility – Check here if Relative has Financial Responsibility

Enter Parent's First Name, Last Name, Relationship, Gender, Marital Status, Home/Work/Cell Phone and Email.

****Please Note: Parent Email is Required in FACTS****

The screenshot shows the 'Family Information' form. At the top, there is a checkbox for 'Individual 1' which is checked. A red arrow points from a box labeled '1. Check Individual Checkbox' to this checkbox. Below this are five checkboxes: 'Address same as student' (checked), 'Custody' (checked), 'Correspondence' (checked), 'Grandparent' (unchecked), and 'Financial Responsibility' (checked). A red arrow points from a box labeled '2. Checkmarks for Each Individual' to the 'Financial Responsibility' checkbox. The form contains fields for Salutation, First Name (John), Last Name (Doe), Relation (Father), Preferred Name, Gender (Male), Marital Status (Married), Home Phone (555-555-55!), Work Phone, Cell Phone (555-123-45!), Email (johndoe@ei), Alt. Email, Occupation, Company, Address, State, and Zip. A red arrow points from a box labeled '3. Enter Parent's Information' to the 'Work Phone' field. Another red arrow points from a box labeled '**Parent Email is** Required in FACTS' to the 'Email' field.

Repeat Process for Additional Relative or Select **“Add Applicant”** to **Save** your Changes

Individual 2

Address same as student Custody Correspondence Grandparent Financial Responsibility

Salutation	<input type="text"/>	First Name	<input type="text" value="Jane"/>	Last Name	<input type="text" value="Doe"/>	Relation	<input type="text" value="Mother"/>	Preferred Name	<input type="text"/>	Gender	<input type="text" value="Female"/>
Marital Status	<input type="text" value="Married"/>	Home Phone	<input type="text" value="555-555-551"/>	Work Phone	<input type="text"/>	Cell Phone	<input type="text" value="555-765-431"/>	Email	<input type="text" value="janedoe@ei"/>	Alt. Email	<input type="text"/>
Occupation	<input type="text"/>	Company	<input type="text"/>	Address	<input type="text"/>	City	<input type="text"/>	State	<input type="text"/>	Zip	<input type="text"/>

← **Select “Add Applicant” to Save your Changes**

Option 2: Sibling currently at School - Select “Yes” from Sibling Link Dropdown. Select Sibling Status and Sibling from Sibling List Dropdown

← Add Applicant

School	<input type="text" value="Premier Academy"/>	Student Type	<input type="text" value="New Student"/>
Year	<input type="text" value="2021-2022"/>	Sibling Link	<input type="text" value="Yes, link to existing sibling"/>
Grade	<input type="text" value="04"/>	Sibling Filter	<input checked="" type="radio"/> School <input type="radio"/> District Wide
		Sibling Status	<input type="text" value="Enrolled"/>
		Sibling List	<input type="text" value="Doe, John"/>

1. Select “Yes” from Sibling Link Dropdown

2. Select “Yes” from Sibling Link Dropdown

3. Select Sibling from Sibling List Dropdown

Enter **Student's Information** i.e. First Name, Last Name, DOB, Gender. Student Address with Populate Automatically. ****Please note: Email is Student's Email NOT Parent's**** Select **"Add Applicant"**

The screenshot shows a form titled "Applicant Information" with the following fields and values:

Last Name	Doe	Home Phone	817-555-0195
First Name		Street Address	757 Maple Lane
Middle Name		City	Burleson
Gender		State	TX
Birthdate		Zip	76028
	(mm/dd/yyyy)	Country	USA
Email			

Callouts and instructions:

- 1. Enter Student's Information**: Points to the form fields.
- 2. Select Add Applicant**: Points to the "Add Applicant" button.
- Address with Populate Automatically**: Points to the "Street Address" field.

Select **"Yes"** to Save Applicant

The screenshot shows a summary screen titled "Add Applicant" with the following information:

← Add Applicant

Adding Applicant Summary

New Student: Jenny Doe.
Sibling: John Doe
Applying For:
Year: 2021-2022
Grade: 04

Save Applicant?

Buttons: Yes, No

Callout: **Select "Yes" to Save Applicant** points to the "Yes" button.

Student will Now Appear in Student List

New Students					
Student (102) ↑	Grade	School	Admissions Status	Inquiry	Application
Doe, Jenny	04	Premier Academy	Submitted		Paper

Student Now
Appears in
Student List

Step 2: Update Admissions Status

Return to the New Students Dashboard, the Application Status has been Updated to **Paper**. Select **Submitted** under **Admission Status**

****Please Note: All Fee Should be Collected Prior to Marking Student Finished****

Dashboard	Application & Enrollment	New Students	Returning Students	Reports	
New Students					
Student (11) ↑	Grade	Select Submitted	Admissions Status	Inquiry	Application
Abbott, Emily	09	Premier Academy	Submitted	Paper Applicant	Paper

Select Update Status

 **Emily Abbott**
09 - Premier Academy

[Inquiry](#) [Admissions](#)

New Student - Submitted

Status: Submitted
Substatus: None
Grade: 09
Year: Premier Academy: 2021-2022

[UPDATE STATUS](#)

Select Update
Status

Change **Status** to **Finished**, Verify **Mark Student as Pre-enrolled** is **Checked** and Select **Update Status** to **Save** your Changes.

The screenshot shows the 'Update Admissions Status' form. It includes three dropdown menus for 'Status' (set to 'Finished'), 'Grade' (set to '03'), and 'Year' (set to '2022-2023'). Below these is a section titled 'Admissions Finished' with the question 'Do you want to update the SIS Student status?' and a checked checkbox for 'Mark Student as Pre-Enrolled'. At the bottom are 'Cancel' and 'Update Status' buttons. Three callout boxes with red arrows point to these elements: '1. Change Status to Finished' points to the Status dropdown, '2. Verify Mark Student as Pre-enrolled is Checked' points to the checkbox, and '3. Select Update Status to Save your Changes' points to the Update Status button.

The Student Status has now been Updated. Select Reports to View **Admissions Reports**

Step 3: Update Family Options ****Optional for PreK All Students****

Select **Students** from the Left Side Menu

The screenshot shows the left side menu of the FACTS system. The menu items are 'Home', 'Classroom', and 'Students'. The 'Students' item is highlighted with a dark background, and a red arrow points to it from a callout box that says 'Select Student'.

Select **All** and Select **Student** to Update

The screenshot shows the 'People Management' interface. At the top, there is a 'Student' dropdown menu. Below it are two more dropdown menus, 'All' and 'Substatus'. There are two checkboxes: 'District Wide Filter' and 'Next Year Filter'. At the bottom, there is a search bar with 'John' entered and a list of results: 'Adams, John' and 'Doe, John'. A callout box 'Select All' points to the 'All' dropdown, and another callout box 'Select Student to Update' points to the 'Doe, John' entry in the search results.

Click on the **Family Name**

The screenshot shows a student profile page. At the top left is a student photo. To the right is the 'Student Contact' section with address, phone, and email. Below that is 'School Information' showing enrollment for the current and next years. On the left side, there is a 'Family Portal' section with a 'Password' link and a 'Family Portal' link. Below that is a 'Family +' section with a list of family members: 'Abraham, Joe and Maryanne', 'Jacob Doe', and 'Maryanne Abraham'. A red arrow points from a callout box labeled 'Click on the Family Name' to the first family member name.

Select **Gear** for **Family Options** on the Dashboard

The screenshot shows a dashboard menu. A callout box labeled 'Select Gear' has a red arrow pointing to a gear icon. To the right of the gear icon is the text 'Family Options'. Below this are three options with checkboxes: 'Accounting', 'Web Enabled', and 'Unlisted Directory'.

Place a Checkmark by **Accounting** and **Web Enabled**. Select **Save and Close** to **Save** your Changes

The screenshot shows the 'Options' dialog box. It has three options with checkboxes: 'Accounting', 'Web Enabled', and 'Unlisted Directory'. The 'Accounting' and 'Web Enabled' checkboxes are checked. A callout box labeled 'Check Accounting and Web Enabled' has red arrows pointing to these two checkboxes. At the bottom of the dialog box are two buttons: 'Cancel' and 'Save and Close'. A red arrow points from a callout box labeled 'Select Save and Close to Save your Changes' to the 'Save and Close' button.