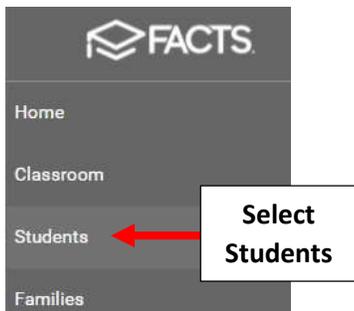
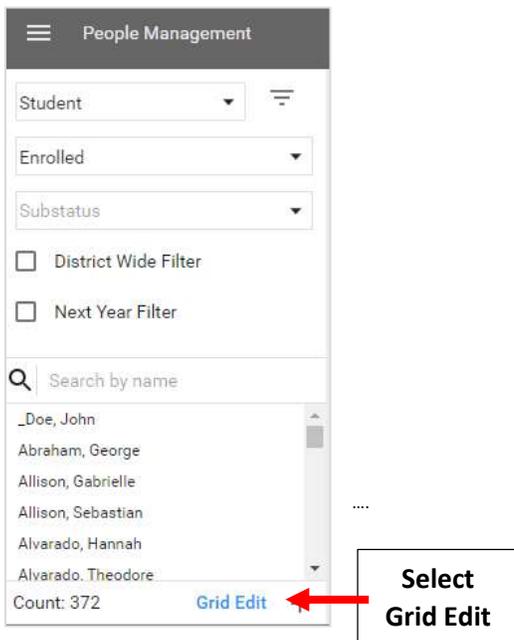


# Updating Public School District “District of Residence” Using Grid Edit

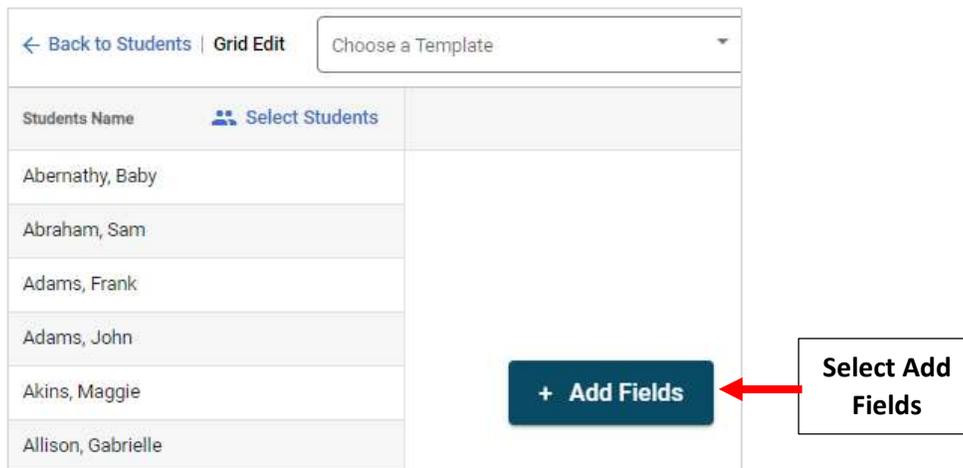
Once logged into FACTS please select **Students** from the Left Side Menu



Select **Grid Edit**



Select **“Add Fields”**



Place a Checkmark next to Fields to Add. Select Arrow to Move Fields from **Left to Right**. Select Add Fields

**2. Select Arrow to Move Fields from Left to Right**

**1. Select Fields to Add**

**3. Select Add Fields**

***\*\*Please Note: Save Often to Avoid Loss of Data Entered\*\****

Enter Missing Data into Blank Fields, once Entered Save Button will Turn from Gray to Blue. Select **Save** to **Save Changes**

**2. Select Save to Save Changes**

**1. Enter Missing Data into Blank Fields**

Students Name	Ethnicity	Gender	Public School Distri...
Abernathy, Baby		Female	33030
Abraham, Sam		Male	33030
Adams, Frank			33120
Adams, John		Male	33030
Akins, Maggie		Female	33030

***\*\*Please Note: Save Often to Avoid Loss of Data Entered\*\****