

Importing a New Application Packet in FACTS SIS

Once logged into FACTS please select **Admissions > New Students**



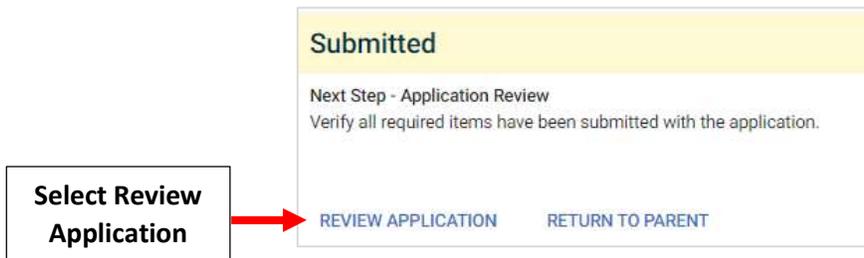
1. Review Application

Click on **“Submitted”** in the Application Column for the Student you would like to Import

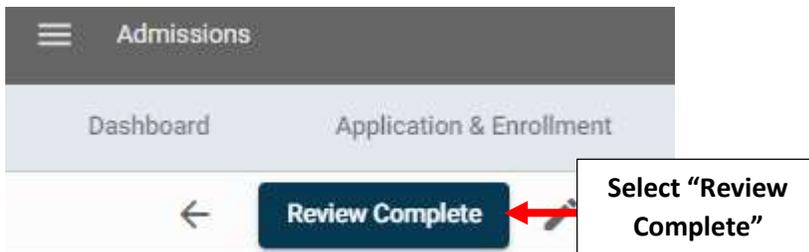
Student (30)	Grade	School	Admissions Status	Inquiry	Application ↓
Abraham, Sally	01	Premier Academy		Online Applicant	Submitted
Adams, Frank	PK3	Premier Academy			Submitted
Anderson, Penny	01	Premier Academy			Submitted

A red arrow points from a box labeled 'Click on Submitted' to the 'Submitted' status in the 'Application' column for the student 'Adams, Frank'.

Select **Review Application**



Once Information is Verified Select **“Review Complete”**



Application Status is now **“Reviewed”**

Grade	School	Admissions Status	Inquiry	Application ↑
06	Premier Academy		Status is now Reviewed	Reviewed

2. Import Application into Admissions

Select **“Start Import”** to begin Import Process

Reviewed

Next Step - Application Import
Add a new family or find an existing family.

Select Start Import → [START IMPORT](#) [RETURN TO PARENT](#)

New Families: If Family is New to the School, All Dropdowns will be set to **“New”**. Verify Student Information and Parent(s) Names are Correct than Select **Import into Admissions**

← Application Import

[Save Import Settings](#)
[Import into Admissions](#) ← **3. Select Import into Admissions**

Show Instructions

Penny Anderson

Household # 1

	Application	FACTS SIS	
Household:	Anderson, Matthew Anderson, Alisha 700 Lincoln Avenue Loveland, CO 98674 USA	[- New -]	
Student:	Anderson, Penny T	[- New -]	+ Find Student
Parent:	Anderson, Matthew	[- New -]	+ Find Parent
Parent:	Anderson, Alisha	[- New -]	+ Find Parent

1. Verify Information is Correct

2. All Dropdowns will be set to “New”

Please Note: Families with Multiple Household will Need EACH Household Verified

Notice: This application has two households.

Household # 1		Household # 2	
Application		FACTS SIS	
Household:	Leitch, Mark Leitch, Phelecia 4117 5th Ave. Fort Worth, TX 76244 USA	<input type="text" value="-- New --"/>	
Student:	Leitch, Joshua David	<input type="text" value="-- New --"/>	<input type="button" value="+ Find Student"/>
Parent:	Leitch, Mark	<input type="text" value="-- New --"/>	<input type="button" value="+ Find Parent"/>

Verify Household #1

Notice: This application has two households.

Household # 1		Household # 2	
Application		FACTS SIS	
Household:	Leitch, Phelecia 4117 5th Ave. Fort Worth, TX 76244 USA	<input type="text" value="-- New --"/>	
Student:	Leitch, Joshua David		
Parent:	Leitch, Mark		

Verify Household #2

Existing Families: If the Family currently Exists FACTS will Suggest a Match. Click Dropdown to Select Family

Jaxson Baker

Household # 1	
Application	
Household:	Baker, Matt 123 Facts Way Lincoln, NE 68505 USA
FACTS SIS	<input type="text" value="Select Household"/> <input type="button" value="Click Dropdown to Select Family"/>
	1 suggested match

Select Family from Dropdown or if Family is Not a Match leave as New

Household # 1	
Application	
Household:	Baker, Matt 123 Facts Way Lincoln, NE 68505 USA
FACTS SIS	<input type="text" value="Baker, Phillip and Polly"/> <input type="button" value="Select Family from Dropdown"/>
	1 suggested match

Verify Student Information and Parent(s) Names are Correct and the Dropdowns are either set to **Existing** Family Member or Set to **New**. Select **Import into Admissions**

← Application Import

Save Import Settings
Import into Admissions

3. Select Import into Admissions

Jaxson Baker

Household # 1

Application	FACTS SIS
Household: Baker, Matt 123 Facts Way Lincoln, NE 68505 USA	Baker, Phillip and Polly (1598039002)
Student: Baker, Jaxson	1 suggested match -- New --
Parent: Baker, Matt	-- New --

1. Verify Information is Correct

2. Select from Dropdowns or Set to New

When Import is Complete, Application will Display as **"Import Completed"**

Student (35)	Grade	School	Admissions Status	Inquiry	Application
Koller, HAley	05	Premier Academy			In Progress
Leitch, Joshua	11	Premier Academy			Import Setup Saved
					Import Completed

Displays as Import Completed

3. Finish Application and Create Enrollment Record

Once Imported the Admission Status will now Display as **"Submitted"**. Once All Forms and Registration Fees have been Collected for Student, Click on the Admission Status **"Submitted"**

Student (35)	Grade	School	Admissions Status	Inquiry	Application
Koller, HAley	05	Premier Academy			In Progress
Rogers, Michael	11	Premier Academy	Submitted		Import Completed

Click on the Admission Status "Submitted"

Select **Update Status**


Inquiry Application Enrollment

New Student - Submitted

Status: Submitted
Grade: 01
Year: Premier Academy: 2018-2019

[UPDATE STATUS](#)

Select Update Status

Change Status to **Finished** and Verify **Grade Level** is Correct. Check **“Mark Student as Pre-Enrolled”** and Select **Update Status**

Update Admissions Status

Status: Finished

Grade: 01

Year: Premier Academy: 2018-2019

2024-2025

Admissions Finished
Do you want to update the SIS Student status?
 Mark Student as Pre-Enrolled

Cancel **Update Status**

2. Verify Grade Level

3. Check “Mark Student as Pre-Enrolled”

1. Change Status to Finished

4. Select Update Status

Status is now **“Finished”** and Student will Appear in FACTS SIS with a Status of **Pre-Enrolled** in the SIS

Student (7)	Grade	School	Admissions Status
Rogers, Michael	01	Premier Academy	Finished

Status is now Finished

 **School Information**

Current: Pre-Enrolled
Next: Enrolled - Pre-K

Status is now Pre-Enrolled