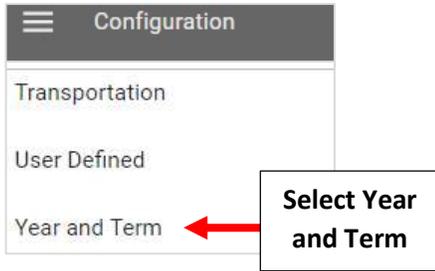


Add New School Year in FACTS SIS

Once logged into FACTS please select **System > Configuration**



Select **Year and Term**



Select **"Add term"** to Add another Term



Enter School Year Name (for example: 2025-2026) and enter Term Name, Start Date/ End Date and Select "Year" for the Semester

The screenshot shows the 'Add School Year' form. The form has the following fields and annotations:

- School Year Name ***: A text input field containing '2025-2026'. A callout box points to this field with the text '1. Enter School Year Name'.
- Terms ***: A table with columns for Name, Date Range, Semester, and Delete. The table contains three rows: T1, T2, and T3. A callout box points to the 'T1' row with the text '2. Enter Term Name'.
- Semester**: A dropdown menu for each term, currently set to 'Year'. A callout box points to the 'Year' dropdown for T1 with the text '3. Select "Year" for the Semester'.
- Date Range**: A date range input field for each term. A callout box points to the date range for T3 with the text '2. Enter Start Date/ End Date'.
- + Add Term**: A button to add a new term.
- Cancel** and **Add School Year**: Buttons at the bottom of the form. A callout box points to the 'Add School Year' button with the text '4. Select Add School Year'.

The New Year will now Display

< Year and Term

Manage School Years

+ Add

School Year

Term

Term

Term

2024-2025

**New Year will
now Display**

11/28/2024

T2 (Year)

11/29/2024 - 03/12/2025

T3 (Year)

03/13/2025 - 06/21/2025