

Move an Inquiry to a Different Year in FACTS SIS

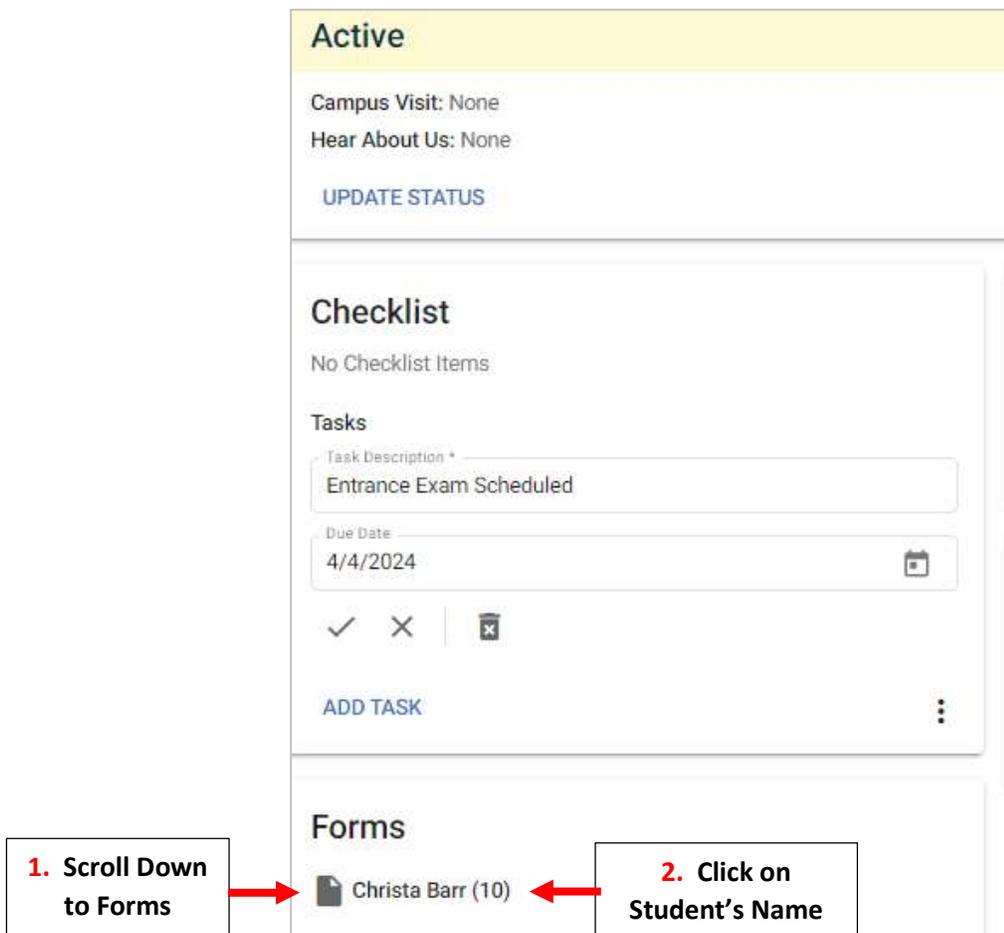
Once logged into FACTS please Select **Admissions > Application & Enrollment > Inquiry**



Double-Click on the **Student's Name**



Scroll Down to **Forms Section** and **Click** on **Student's Name**



Select the **"Edit"** Icon

The screenshot shows a navigation bar with 'Inquiry', 'Application', and 'Enrollment' tabs. Below the navigation bar is a header with a back arrow, 'Inquiry Form', and an edit icon (pencil). A red arrow points from a callout box to the edit icon. Below the header is a 'Student Information' section with fields for 'First Name' (Christa), 'Last Name' (Barr), and 'Birthdate'.

Select the **School Year** Drop-down and **Select Enrollment Year**. Select **Save Form** to **Save** your Changes

The screenshot shows the 'Inquiry' tab selected in the navigation bar. Below the navigation bar are 'Save Form' and 'Cancel' buttons. A callout box points to the 'Save Form' button. Below the buttons is the 'Student Information' section with the following fields:

- 'Inquiry Date *' with the value '5/6/2020' and a calendar icon.
- 'Grade Level *' with a dropdown arrow.
- 'First Name *' with the value 'Christa'.
- 'School Year *' with a dropdown menu showing '2023-2024' selected. A callout box points to this dropdown. Below the dropdown, the options '2023-2024' and '2024-2025' are visible. A callout box points to '2024-2025'.

