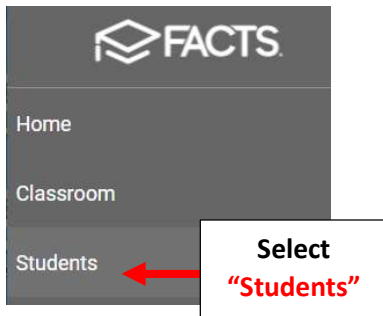


Entering Public School District in FACTS SIS

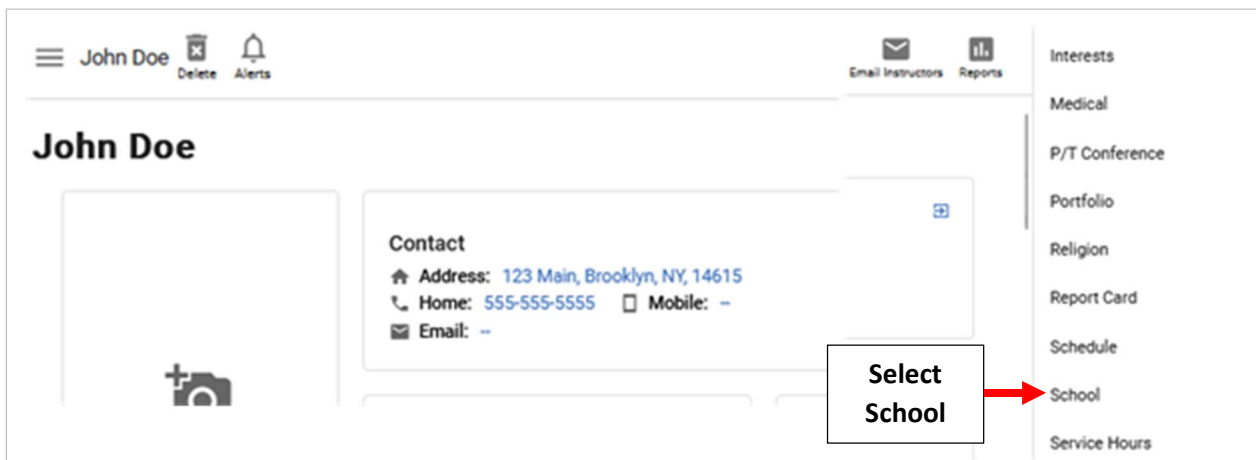
Once logged into FACTS select **"Students"** from the Left Side Menu



Select **Student** to Update



Select **School** from the Right-Side Menu



Select the Tab **“Other Schools”**. Enter the **Public School District** and Select **Save** to **Save** your Changes

School

General

Enrollment History

Other Schools

1. Select the Tab
Other Schools

Public School Info

Public School Name

2. Enter the Public
School District

Public School District
342800

Public School County

Public School State

Save

3. Select **Save** to **Save**
your Changes