

# Add a Paper Applicant in FACTS Admissions

***\*\*The Following Should be used to Manually Enter "Paper" Applications into FACTS Admissions\*\****

## Step 1: Enter a Paper Application into Admissions

From the Main Menu please select **Admissions > New Students > Select the "+" sign** (Add Applicant)

The screenshot shows the FACTS Admissions main menu. At the top, there is a dark grey header with a hamburger menu icon and the word "Admissions". Below this is a light blue navigation bar with three tabs: "Dashboard", "Application & Enrollment", and "New Students". A red arrow points to the "New Students" tab with a callout box that says "1. Select New Students". Below the navigation bar is a white bar with four items: "New Students", a gear icon, a download icon, and a plus sign. A red arrow points to the plus sign with a callout box that says "2. Select the '+' sign (Add Applicant)".

## Select **Grade** from Grade Dropdown

The screenshot shows the "Applicant Filters" section. It has a sub-header "\* indicates required fields". Below this are three dropdown menus: "School \*" (set to "Catholic Academy"), "Year \*" (set to "2023-2024"), and "Grade \*". A red arrow points to the "Grade \*" dropdown with a callout box that says "Select Grade Level".

## Select **"New Student"** . A Student's can be entered as New to the School or Linked to a Sibling\*

The screenshot shows the "Applicant Filters" section. It has a sub-header "\* indicates required fields". Below this are four dropdown menus: "School \*" (set to "Catholic Acade..."), "Year \*" (set to "2023-2024"), "Grade \*" (set to "01"), and "Student Type \*". A red arrow points to the "Student Type \*" dropdown with a callout box that says "Select New Student". Below these dropdowns is a "Student Link" dropdown menu. A red arrow points to the "No" option in the "Student Link" dropdown with a callout box that says "Select 'No' if New to School". Another red arrow points to the "Yes, link to existing sibling" option in the "Student Link" dropdown with a callout box that says "Select 'Yes' if Sibling Currently Attends".

If **"Yes"** is Selected, Choose Sibling from **"Sibling List"** Dropdown. If **"No"** Continue to **Applicant Informtaion**

The screenshot shows the "Sibling Filter" section. It has a sub-header "Sibling Filter". Below this are two radio buttons: "School" (selected) and "District Wide". Below the radio buttons are two dropdown menus: "Sibling Status" (set to "Enrolled") and "Sibling List \*". A red arrow points to the "Sibling List \*" dropdown with a callout box that says "2. Select Sibling from Sibling List". To the right of the "Sibling List \*" dropdown is a callout box that says "Select 'Yes' from Sibling Link Dropdown".

Enter **Student's Information** i.e. First Name, Last Name, DOB, Gender. Student Address with Populate Automatically. **\*\*Please note: Email is Student's Email NOT Parent's\*\***

**Applicant Information**

First Name \*  
John

Middle Name

Last Name \*

Preferred Name

Gender  
Male

Date of Birth  
1/1/2021

Street Address

City

State

Zip

Country  
United States

**Contact**

Home Phone

Student Email

**Email is Student's Email NOT Parent's**

Select **Family Permissions** and **Family Relationship Settings**

**\*Note-All Permissions EXCEPT Grandparent should be Selected for Each Parent with Custody\*\***

**1. Select Web Enabled to allow the Family to log in to Family Portal**

**Family Information** ☒ Web Enable Family ☒ Accounting

Individual 1 Jane Doe Mother

\* indicates required field

☒ Address same as student

☒ Custody

☒ Correspondence

☐ Grandparent

☒ Grade Related

☒ Family Portal

☒ Financial Responsibility

Relation

Marital Status

Salutation

**3. Check Address if Same as Student**

**4. Select Relationships for each individual (See Guide Below)**

### Family Relationships:

**CU** - Custody: legally responsible for the student.

**CO** - Correspondence: receive emails and mail outs from the school regarding the student.

**GP** - Grandparent: non-custodial grandparent. It is possible to print mailing labels based on the individuals selected as Grandparent.

**GR** - Grade Related: report card access via email and Family Portal. Custodial parents may receive report cards through the Communications area if this option is not selected. If printing or emailing report cards from Report Manager, only parents with this option selected will receive report cards.

**FP** - Family Portal: access to the student's information in Family Portal. The parent must have a Family Portal account.

Enter Parent’s First Name, Last Name, Relationship, Gender, Marital Status, Home/Work/Cell Phone and Email.  
**Repeat Process** for Additional Relative or Select **“Add Individual”** to **Save** your Changes

**\*\*Please Note: Parent Email is Required in FACTS\*\***

1. Enter Parent’s Information

2. Enter Contact Information

3. Select Add Individual

Relation

Mother

Marital Status

Married

Salutation

First Name \*

Jane

Last Name \*

Doe

Preferred Name

Gender

Female

Street Address

City

State

Zip

Read-only

Read-only

Read-only

Read-only

Country

United States

Read-only

Occupation

Company

Contact

Home Phone

555-123-4567

Work Phone

Cell Phone

555-123-4567

Email

email@email.com

Email

Parent Email is Required in FACTS

Delete Individual

+ Add Individual






Student will Now Appear in Student List

Student Now Appears in Student List


New Students					
Student (102)	Grade	School	Admissions Status	Inquiry	Application
Doe, Jenny	04	Premier Academy	Submitted		Paper

## Step 2: Update Admissions Status

Return to the New Students Dashboard, the Application Status has been Updated to **Paper**. Select **"Submitted"** under **Admission Status**

Dashboard	Application & Enrollment	New Students	Returning Students	Reports	
New Students   					
Student (11) 	Grade	School	Admissions Status	Inquiry	Application 
Abbott, Emily	09	<div>Select Submitted</div>	Submitted	Paper Applicant	Paper

Select **Update Status**

**Emily Abbott**  
09 - Premier Academy

[Inquiry](#) [Admissions](#)

**New Student - Submitted**

Status: Submitted  
Substatus: None  
Grade: 09  
Year: Premier Academy: 2021-2022

[UPDATE STATUS](#)

Change **Status** to **Finished**, Verify **Mark Student as Pre-enrolled** is **Checked** and Select **Update Status** to **Save** your Changes.

**2. Verify Mark Student as Pre-enrolled is Checked**

**Update Admissions Status**  
Status: Finished  
Grade: 03  
Year: 2022-2023  
Admissions Finished  
Do you want to update the SIS Student status?  
☒ Mark Student as Pre-Enrolled  
[Cancel](#) [Update Status](#)

**1. Change Status to Finished**

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

The Student Status has now been Updated. Select Reports to View **Admissions Reports**