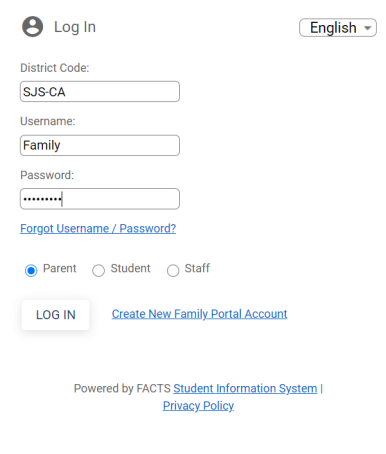


How to Set Family Communication Preferences in FACTS

Families may set their communication preferences in FACTS for the Family Directory and Parent Alert Notification System.

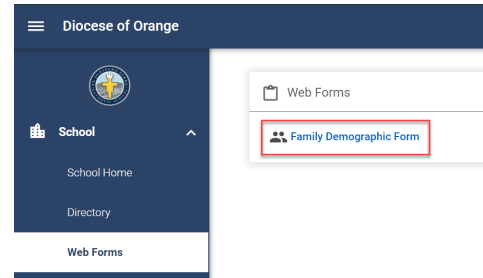
Log in to the FACTS Family Portal

<https://sis-ca.client.renweb.com/pwr/>



From the Navigation Menu, go to:

School | Web Forms | **Family Demographic Form**



Select the Custodial Parent Form **for each parent listed**. Scroll down to the bottom of the page to Parent Preferences section.

Custodial Parents

Father Serra

Mother Serra

Click to select your communication preferences for the **Family Directory**

Do you wish to BLOCK the information listed?

Yes means information will NOT appear in Directory;

No means information WILL appear in Directory.

Directory: Block Name: Yes No

Directory: Block Address: Yes No

Directory: Block Email: Yes No

Directory: Block Phone (Home): Yes No

Directory: Block Cell: Yes No

* Click the Save button to save your preferences

Click to select your communication preferences

for our **Parent Alert Notification System**

Do you wish to be alerted of important school news (emergencies, student absence, etc.) **through the methods listed below?**

Parent Alert: Home Phone: Yes No

Parent Alert: Cell Phone: Yes No

Parent Alert: Work Phone: Yes No

Parent Alert: No Text: Yes No

* Click the Save button to save your preferences

To view the Family Directory – Click on the **Directory** Link, located above Web Forms on the Family Portal Navigation menu