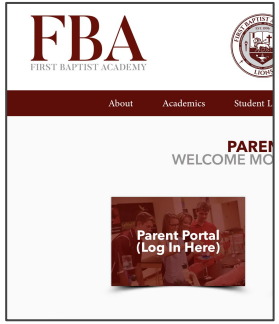
Updating Personal Data in the FACTS Family Portal

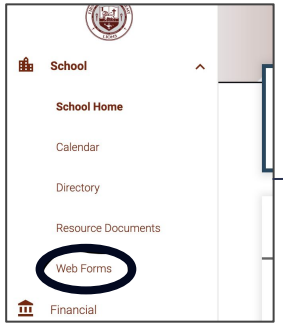
Use the following guide to edit student & family individual information & preferences in the FACTS school information system.

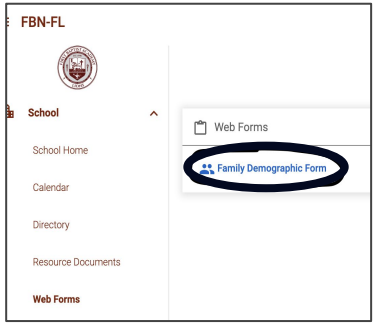
FACTS is our school's information system. Our school relies on accurate personal data in FACTS for clear communication to you from teachers, principals, athletics, and administration.

Please keep your personal information updated in the system so you don't miss important school details.

Preferences for sharing personal information can also be configured here. All information can be updated and configured through the Family Demographic Form from the FACTS family portal.

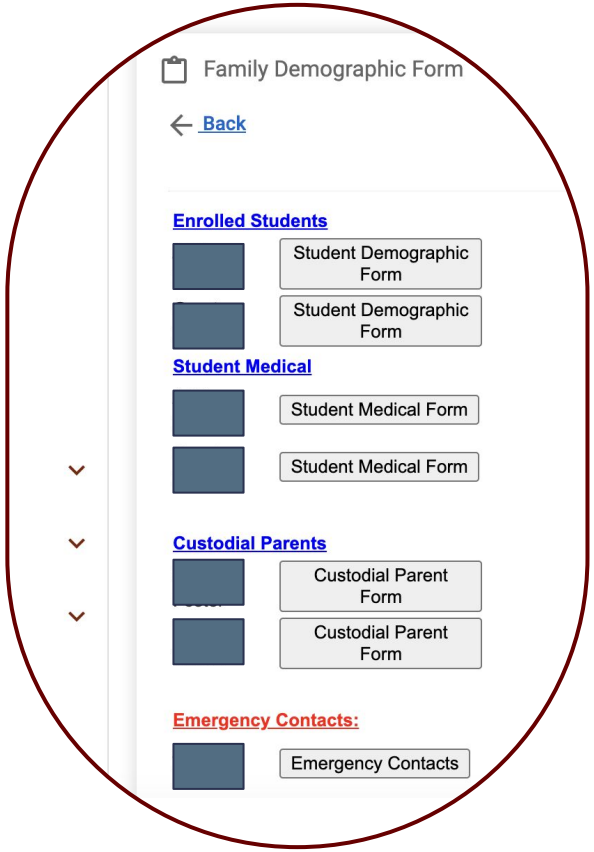






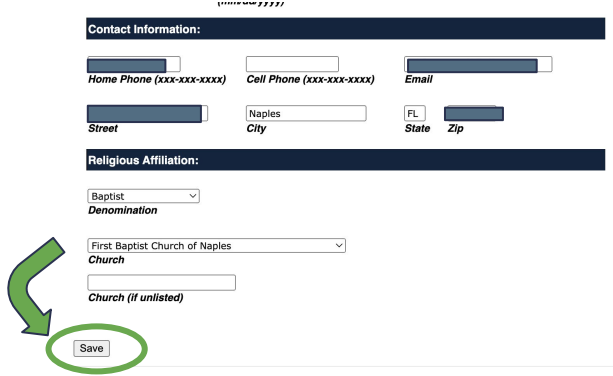
Finding the Family Demographic Form

1. Login to the FACTS Parent Portal. This can be accessed through the school website - fbalions.org
2. From the menu on the left, select “Web Forms.”
3. Under Web Forms, select the “Family Demographic Form.”



Options in the Family Demographics Form

1. When selecting this form, several form options will populate.
2. If you need to update **student** demographics (contact information - home address, phone numbers), select the “Student Demographic Form” and make changes. **CLICK SAVE** to make sure the information is recorded.



Update Emergency Contacts

Emergency Contacts:

Emergency Contacts

Emergency Contacts

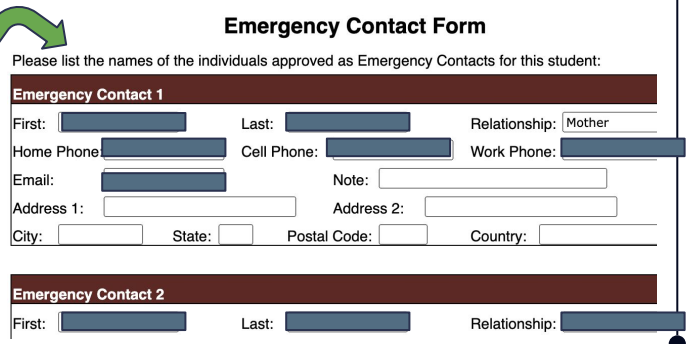
Transportation

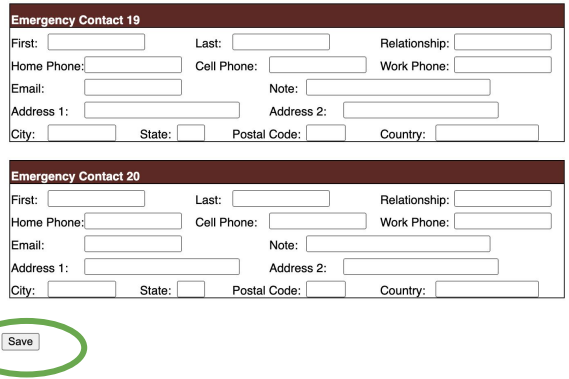
Transportation Form

Transportation Form

For student safety and care, kindly keep emergency contact information up-to-date using this form. Locate the form and update as needed.

SCROLL to the bottom of the form and **CLICK SAVE** to make sure the emergency contact information is recorded.

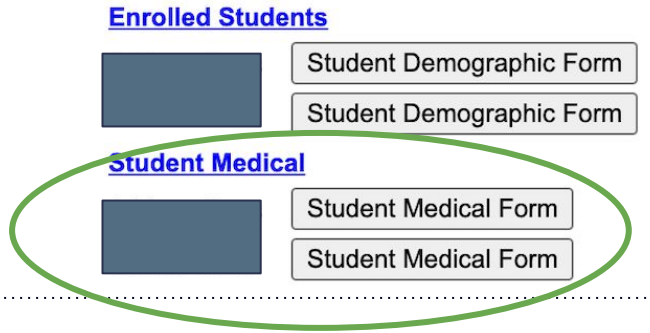




Update Medical & Transportation Forms

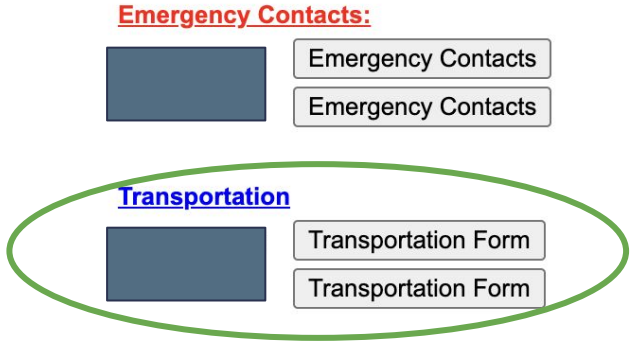
Medical

From near the top of the Family Demographic Form, locate the Student Medical Form. OPEN and update any changes to insurance, doctors, and/or medications. **CLICK SAVE** to record the updated information. *As a best practice, please email the school nurse when updating this information in the system.*



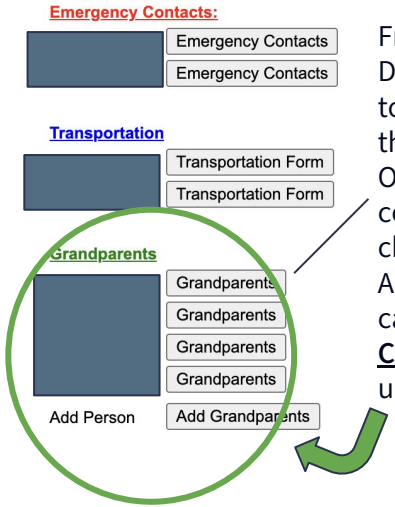
Transportation (Pick-Up)

From the Family Demographic Form, SCROLL down to locate the Transportation Form - just below the Emergency Contacts Form. OPEN and update approved pick-up persons. **CLICK SAVE** to record the updated information.



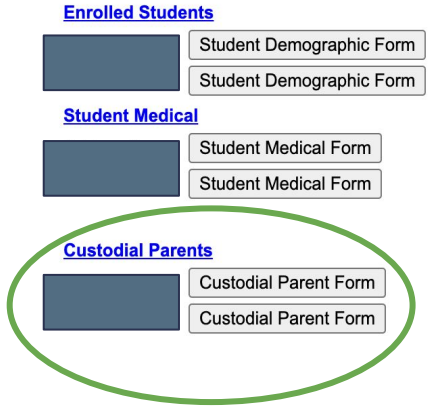
Grandparent & Custodial Parent Forms

Grandparents



From the Family Demographic Form, scroll to the bottom to locate the Grandparents Form. OPEN and update any contact information changes for grandparents. Additional grandparents can be added as needed. **CLICK SAVE** to record the updated information.

Custodial Parents

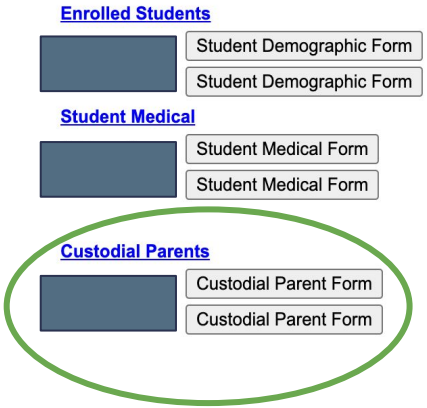


From the Family Demographic Form, scroll down to locate the Custodial Parent Form. OPEN and update any contact information changes **for you as a custodial parent**. Church affiliation may also be updated here. **CLICK SAVE** to record the updated information.

Setting Directory & Sharing Preferences

Within FACTS, custodial parents can set preferences to control what information is received from the system and what information is shared from the system in the Family Directory. Use the guide below to access, set, and save your parental preferences.

Custodial Parents Form



1. From the Family Demographic Form, scroll down to locate the **Custodial Parent Form**.
2. OPEN the form and scroll to the bottom (below employment information) to see and select preferences.
   NOTE: Grade reports, parent alerts, and directory information are all preferential settings here. Please make your selections accordingly.
   CLICK SAVE to record the updated information.

