



Sacred Heart Catholic School

2020-2021 Enrollment Instructions for Currently Enrolled Students and Siblings

Sacred Heart Catholic School's administration and staff are looking ahead and making plans for the next school year. In preparation for the start of the 2020-2021 school year, please take the time now to complete re-enrollment for next year.

Enrollment this year is through FACTS SIS, the school's new Student Information System. Please follow the instructions to Create a Family Online Login:

Instructions for Creating a Family Online Login

- Please go to www.factsmgt.com.
- Select **Parent Log In** from the menu bar and **FACTS Family Online** from the drop-down menu.
- After the FACTS Family Online Login screen opens, please select **Create New ParentsWeb Account**.
- Enter **SHSC-TX** into the District Code field.
- Enter in the Email field your email address as provided in your application to the school.
- Click the **Create Account** button.
- You will receive an email from FACTS SIS Customer Support containing a link that will allow you to create your username and password. For security purposes the link will remain active for 6 hours.
- Please click on the link. A Change/Create Password screen will open. You may use the default username provided, or create a new username. Then type in your desired password into the Password field and Confirm Field.
- Click on the **Save Username and/or Password** button.
- Close the window.
- Log into Family Online as instructed above.

The Online Enrollment system will open with a link to the enrollment packet for your child. The online process should take approximately 15 minutes to complete. Your information will be saved if you need to quit and come back later.

The Instructions and Enrollment Checklist page of the enrollment packet contains a supplemental enrollment form that also must be submitted. Further instructions on this form are provided online.

If you have another child you wish to enroll for the first time at Sacred Heart, click on Apply/Enroll and then Application. This will start the application process.

If you have any questions about the process, please call the School Office at 281-328-6561.

School Office Hours
Effective April 1, 2020
Monday – Thursday
10:00am – 1:00pm

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Once you have created a Family Online Login, you may access it by following the instructions below:

To access Family Online:

- Please go to www.factsmgt.com
- Select **Parent Log In** from the menu bar and **FACTS Family Online** from the drop-down menu.
- Type in your username and password. If you have forgotten your username or password, please click on the link provided.
- After logging in, click on **Apply/Enroll** in the left menu.
- Click on the **Enrollment/Reenrollment** link.