# FACTS Re-Enrollment Guide for CURRENT Families

Families, please follow Steps 1 & 2 to complete the process for re-enrolling **current** students. (See Step 3 for information on adding another member from your family to OLGC.)

Step 1: Log into your Facts SIS Family Portal at www.factsmgt.com (*not* the Facts Tuition Management site)

- Please go to www.factsmgt.com
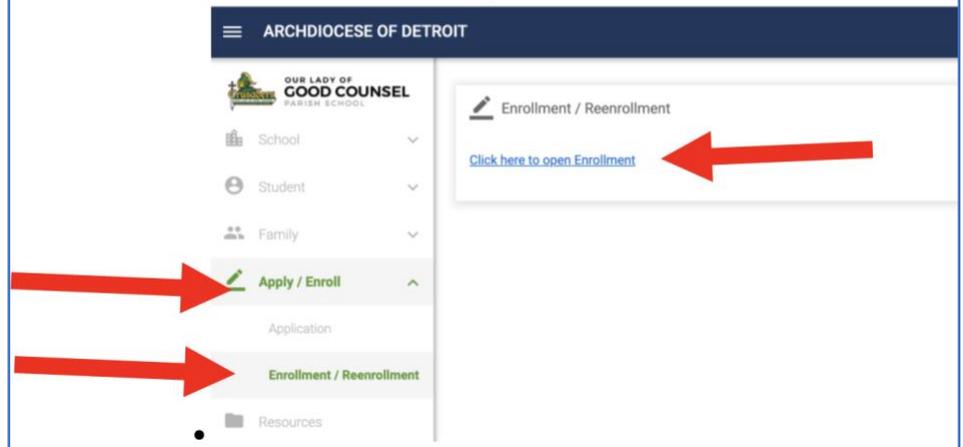- Select **Parent Log In** from the menu bar and **FACTS Family Portal** from the drop-down menu.
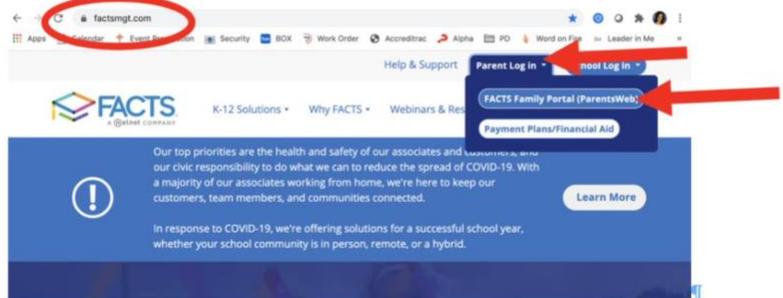
- Type in your username and password. The District Code is OLGC-MI.

Step 2:
After logging in, navigate to the Enrollment/ Reenrollment tab.

- After logging in, click on **Apply/Enroll** in the left menu.
- Click on the **Enrollment/Reenrollment** link.

The online re-enrollment process should take approximately 15 minutes to complete for one student. Your information will be saved if you need to quit and come back later. Make sure to click "save and next" as you move along from each section to the next to ensure all information entered is saved.

If you did **not** submit your child's birth certificate and immunization record/State of Michigan Immunization Waiver Form, these will need to be uploaded into Facts this year. If you previously submitted, they do not need to be submitted again, unless they have been updated.

Please note there is a nonrefundable $250 deposit/student that will be applied towards tuition. If you did not pay this deposit and "submit" the enrollment packet for each student, the re-enrollment is not complete. Check for errors in the "Enrollment Packet Review" tab, the last one to complete.

How to Add a NEW student from your family not currently enrolled at OLGC:

Step 3: Return to the Family Portal main page where you logged in initially. Instead of clicking on "Enrollment/Reenrollment", click on "Application" for adding a new student. Complete the Application.
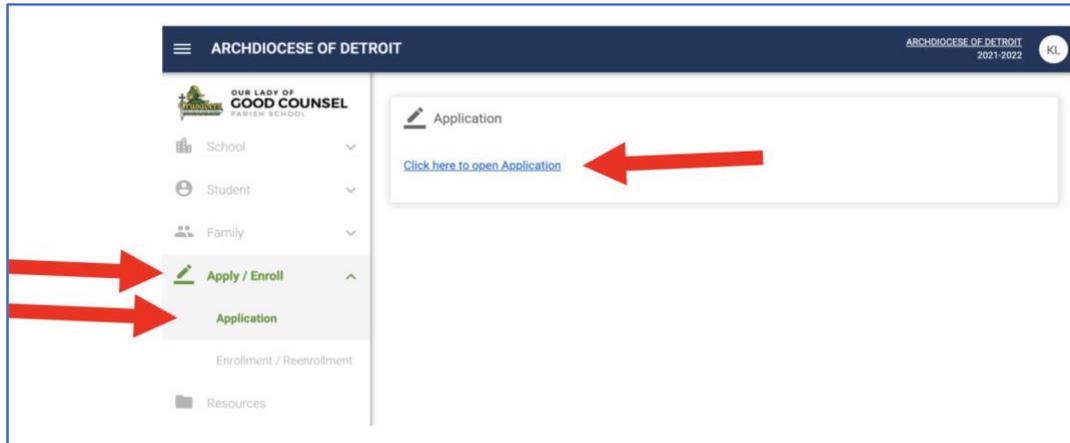
*The $125 application fee will be waived for currently families who add a student by January 30th, 2022. You will receive an email when your application has been accepted and then you may complete the Enrollment process for your child. (The application does not mean your child is enrolled yet. The enrollment packet must be complete.)

Important things to note upon filling in the Re-enrollment packet:

- Please enter **"Home Phone #"** as the FIRST parent number that should be called upon in the event the school needs to reach you. This is often the first number that the office sees in the system.

- When entering **Emergency Contacts and Authorized Pick-ups**, please make sure to order the contacts in the order that you would like the school to contact them. This can be done by choosing a number order in the "sort order" dropdown under each contact name.

- **Communication** is essential to be partners in education for your children. OLGC communicates in many ways, but some of the most important include through email newsletters and updates, text alerts, and Sunday phone calls with upcoming events. In order to ensure that you receive these updates, please be mindful of entering the correct email addresses and phone numbers into the Facts system. *Parents can choose what they would like to opt in and out of during the process under the "Household Tab".* See the example to the right for what it looks like.