



Please note we use FACTS Family Portal to collect all Family Information. Once our school year begins, we will assume the information you have entered on the following forms is correct and accurate:

- Student Demographics Form
- Student Medical Form
- Emergency Contacts
- Transportation Form

HOW TO UPDATE YOUR INFORMATION

1. Sign into your [FACTS Family Portal](#)
2. On the left side you will see a tab that says "School", open this.
3. Choose "Web Forms"
4. Choose "Family Demographics" which looks like this:

Enrolled Students

Maisie Bemis	Student Demographic Form
Fiona Bemis	Student Demographic Form
Odin Bemis	Student Demographic Form

Student Medical

Maisie Bemis	Student Medical Form
Fiona Bemis	Student Medical Form
Odin Bemis	Student Medical Form

Custodial Parents

Matt Bemis
Amanda Bemis

Custodial Parent Form
Custodial Parent Form

Emergency Contacts:

Maisie Bemis
Fiona Bemis
Odin Bemis

Emergency Contacts
Emergency Contacts
Emergency Contacts

Transportation

Maisie Bemis
Fiona Bemis
Odin Bemis

Transportation Form
Transportation Form
Transportation Form

Grandparents

Add Person

Add Grandparents

5. Click on the gray button for each section and child. Make sure the information is completed in full.
6. The save button is at the bottom. Choose 'save' and at the top, you can return to where the forms are held if you need to update for another child.
7. Please contact the [Front Office](#) if you need any help!