

The Basics of Admissions

Purpose	Take a quick look at FACTS Application and Enrollment, and answers to a few frequently asked questions.
Related Articles	Overview of Admissions and Reenrollment

Overview

SIS Admissions allows schools to manage and streamline the process for both prospective and returning students, creating a seamless experience for staff and parents. This feature allows for fully online Application & Enrollment experience for new and returning students, including tracking student progress and maintaining clear communication with families. [FACTS Family CustomApp](#) customers may also have parents apply or reenroll via the app.

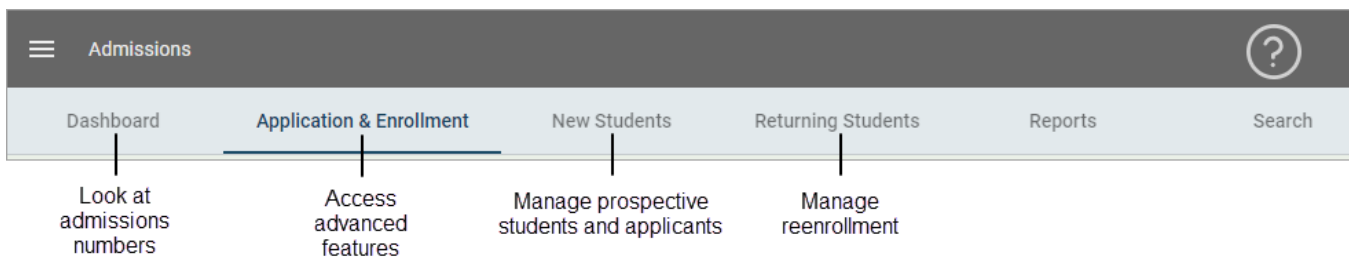


Note

If your school hasn't yet implemented Application & Enrollment, submit a form in **Report Manager > Products & Services > Application & Enrollment Request Information** to learn more about the product.

See [Basic SIS Screen Features and Functions](#) to learn about options available throughout FACTS SIS.

Understand the Admissions area



The **Admissions** area has four primary features. They contain various tools for tracking and communicating with parents and students.

- **Dashboard:** look at the big picture of your admissions numbers, and drill into the details.
- **Application & Enrollment:** access the advanced features and configuration of Application & Enrollment.
- **New Students:** track prospects from initial contact through complete enrollment.
- **Returning Students:** track returning student reenrollment.

Why should I use Enrollment for new students?

While you don't have to use **Enrollment** for new students, we recommend it. Here's why:

Using separate Application and Enrollment packets simplifies the admissions process for both schools and parents. During the application phase, it's best to collect only the essential information required to make an admissions decision, such as academic records or basic contact details, since asking for more detailed information, like medical or emergency contacts, may feel intrusive and deter parents from applying. Once a student is accepted, the enrollment packet can then gather the additional necessary data, like medical forms, volunteer signups, and emergency contacts.

Even more importantly, you'll want to direct parents to log in to or create a FACTS Management Tuition account only after their student has been accepted. And, conversely, tying tuition plan selection to your enrollment process increases the rate of adoption.

Why is new student and returning student enrollment managed in the same area?

For many schools, the enrollment process is the same for both types of students: parents fill out the same forms, answer the same questions, and sign up for the same tuition plans, even if different staff members manage the processes. The **Enrollment** area makes this easy.

If that's not true for your school, that's ok, too. You can create entirely different enrollment packets for new and returning students. And the **Enrollment** area allows you to manage different packet types independently.

Take a closer look

When you're ready, dive in to [Overview of Admissions and Reenrollment](#)