



HORIZON CHRISTIAN SCHOOL MAINTAINING YOUR FACTS FAMILY ONLINE ACCOUNT

All **FACTS Family Online** users have several important areas to manage by a parent. Please take a few minutes to look over this information and verify that your **parent account** is set up with your preferences and accurate information.

Web Forms *(For Parents Only)*

Web Forms allow parents to update all family demographics and medical information. It is vital to keep this information accurate and up to date. The school uses this data for phoning, emailing, mailers, and student's emergency and pickup information. **Horizon Christian School does not edit Family Demographics.**

How to Edit Web Forms for Family Demographics and Student Medical Information.

In your FACTS Family Online portal: Click **School** then **Web Forms** and then open **Family Demographics Forms**. You can click on the various boxes and make edits to:

- ✓ **Student Demographics** - all student demographics
- ✓ **Custodial Parent Form** - custodial parent demographics
- ✓ **Emergency Contact Form** - emergency contact information
- ✓ **Transportation Form** - who can pick up your student(s)
- ✓ **Grandparent Form** - grandparent information
- ✓ **Medical Form** - medical information

Be sure to click **SAVE** at the bottom!

Once changes to **Web Forms** are **SAVED**, the school will approve the data changes within two school days. This data will then update in the system. **Custodial, Emergency Contact, or Transportation** updates will auto-change all linked family as well.

Viewing the School Directory

From the home screen of FACTS Family Online click **School** and select **Directory**. Use the drop down menus at the top to filter a directory, or keep **All Grades** and **All Classes** to view the directory for the whole school. Then click the **SEARCH** button to the right.

1. **Student Directory** view displays the student name, grade, parents, home phone, and address.
2. **Parent Directory** view displays guardian name, home number, cell number, and address. An unblocked cell number will show in the parent view of the directory and print on a hard copy.
3. **Staff Directory** view displays the teacher's name, title, department, work email, and work phone number and extension.

For family details, click on the student or parent name to open up the **Family Details** box. Email addresses will show if they have been allowed in preferences. Email addresses will not print in the directory; however, the email address can be clicked on to open up an email.

Editing Family Information in the Directory

The **Directory** is digital and by allowing information to be visible, parents are allowing this information to be shared and printed by other school families. To view what information is visible to other school families, click **Family** and then **Family Home**. Parents can check each family member by clicking on the drop down menu. This will open their contact information. To view the settings for visible information click the edit in **Preferences** to change the **Family Demographic Web Forms**.

To Edit Directory Information in Preferences

The areas marked as 'Yes' contain the information other users can view. Choose 'Yes' or 'No' to block your information in the directory. Choices to block or allow are **Name, Address, Home Phone, Cell Phone, and Email**.

To Edit Additional Options in Preferences

The following lists additional areas that you can edit in the Directory area of your Parent Portal account.

1. Progress Reports

If you would like a daily or weekly student progress report automatically sent to your email, use the drop down menu to select your preference. You can also select to have no report sent. Be sure to press SAVE.

2. Parent Alert: Alerts for closures or early releases due to weather issues or emergencies are sent out by text message, phone calls, and emails. The Parent Alert default setting is for cell phones, however, you can choose “Yes” or “No” for other options:

- ✓ Parent Alert: Home Phone
- ✓ Parent Alert: Cell Phone
- ✓ Parent Alert: Work Phone
- ✓ Parent Alert: No Text

In order to have alerts sent to a home phone, cell, or a work phone, you must have these numbers listed in your Custodial Information found under **School** and then **Web Forms**, so be sure to update those areas as needed. Once you have edited your preference selections, click the SAVE button at the bottom of the page to submit your changes.

How to Create Additional FACTS Family Online Accounts

Each account is linked to the email for a specific individual. In order to add a second account, the demographics for that individual must include an email that **is not already being used by another family member**. If the email for the additional user is already on file, that individual can follow the same steps included in these directions to create an account.

If there is not already an email in the system, then an email needs to be entered for that person using the **Student Demographic** or **Custodial Parent Web Forms**. After adding the new email, allow two days for the email to be updated before setting up the new account.

Student accounts will only show the academic information specific to that student. No sibling information will be visible on a student account. If you do not have an email account for your student, and would like your student to have their own account in **FACTS Family Online**, please contact our office staff below.

If you have any questions regarding **FACTS Family Online** or how to edit **Web Forms**, please contact the following for support:

Elementary and Middle School: Debbie Roberts, droberts@horizon-christian.org
High School: Michele Leisman, mleisman@horizon-christian.org

Thank You,
Horizon Christian School