



# HORIZON CHRISTIAN SCHOOL

## NEW SIBLING ADMISSIONS PROCESS

On Thurs, Jan 13, 2022, applications for the 22-23 school year will be turned on for siblings of current students. Horizon Christian families will have one week priority to submit applications for additional family members, prior to applications being open to the public on Thurs, Jan 20, 2022. This extra week provides our current families priority enrollment over new families.

To Apply for a Sibling follow these steps starting on January 13, 2022:

- Please go to [factsmgt.com](https://facts.mgt.com).
- Select **FACTS Family Portal** in the Parent Login Dropdown.
- The district code is **HC-OR**.
- Enter your username and password or click on the link if you have forgotten.
- Once logged in to your Family Portal, click **Apply/Enroll** from the left menu.
- Click **Application (New Student)**.
- Select **Click here to open Application**.
- This will open up a window that features all your student's applications. Below your current students you will click on **Create a New Student Application**.
- Here you will enter your new sibling's **Name, Date of Birth, Grade Applying For, School, and Application** for the 22-23 school year, then click **Submit**.
- On the next screen click, **Start Application** in purple. Repeat the process for any additional new siblings.

Be sure to be prepared to attach recent progress reports/report cards and two references for us to contact for 6th-12th grade applicants. Once your application is received with all necessary paperwork, you will be contacted for an assessment/interview.