



# Updating Information in FACTS

St Timothy Back to School Packet items 2022-2023



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# Student and Family Information in FACTS

The information in FACTS is **very important**.

- It is the main source for information on you and your child.
  - You **MUST** complete and sign all webforms on FACTS before the first day of school.
  - All written and electronic communication from the school will be sent to the addresses listed in FACTS. If you don't update them, we won't have the correct information.
  - **EMERGENCY CONTACTS** and **MEDICAL INFORMATION** about your child(ren) must be entered by the first day of school.
  - **Allergy** information is important for the school to be aware of during lunch, snack, parties, outdoor activities, and field trips. PLEASE update the allergy information and medications for your child.
  - **You can update your information on FACTS at any time.**
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# How to find and complete your webforms in FACTS

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# Step 1 : Login to FACTS [at https://factsmgt.com/](https://factsmgt.com/)

**Returning families:** Use your username from last year. It will typically ask you to change/update your password for this year.

**New families:** Directions for this entire process can be found [here](#)

You will create a username using the email you provided to St. Timothy. **Our District Code is STTC-OH** Once completed, log in to your account.

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# Step 2 – Finding the forms on a computer

From the home screen, find the web forms on the left side of the page indicated by the red arrow below.

Click WEB FORMS

St. Timothy Elementary School

St. Timothy Elementary School  
2021-2022

ST. TIMOTHY CATHOLIC SCHOOL

School

School Home

Calendar

Classes

Resource Documents

Web Forms

Student

Family

Announcements

**School Supply List available**  
Click below for the lists: <http://www.sttimschool.org/back-to-school-202122>

Events

Today Tomorrow

No events found.

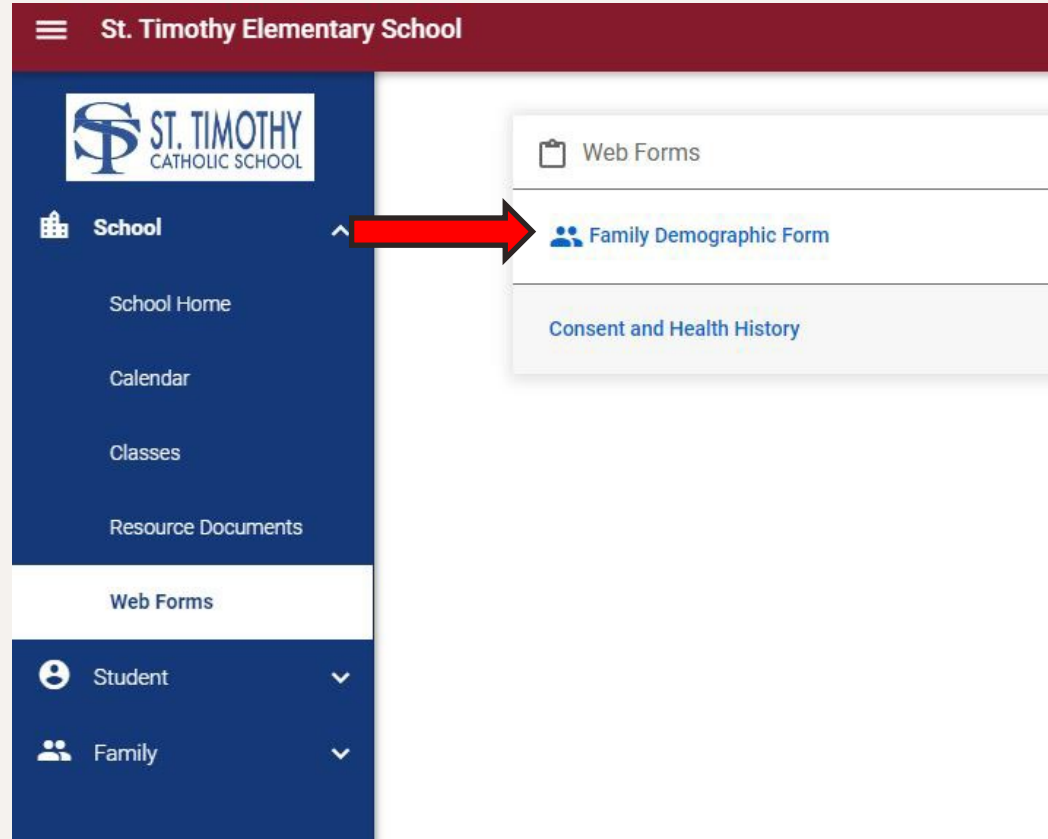
School Calendar: Dates to Note

8/25/21	2021-2022: Q1 Begin
8/25/21	First Day of School - early dismissal
9/6/21	Labor Day - No School
10/15/21	2021-2022: Q1 End
10/16/21	2021-2022: Q2 Begin
10/29/21	PD Day - No School
11/24/21	Thanksgiving Break - No School
11/25/21	Thanksgiving Break - No School
11/26/21	Thanksgiving Break - No School
12/17/21	2021-2022: Q2 End

# Step 3 -

Once you click WEB FORMS you will see the **Family Demographic** and **Consent and Health History**. Both contain forms and information that is needed.

Begin by clicking on the Family Demographic tab indicated by the arrow.



The screenshot displays the website for St. Timothy Elementary School. The header is dark red with the school's name and a hamburger menu icon. Below the header is a dark blue navigation sidebar containing the school logo, a 'School' section with links to School Home, Calendar, Classes, and Resource Documents, a 'Web Forms' section, and 'Student' and 'Family' user options. A red arrow points from the 'Family Demographic Form' link in the 'Web Forms' section to the right-hand content area. This area shows a list of form categories: 'Web Forms' (with a clipboard icon), 'Family Demographic Form' (with a family icon and highlighted in light blue), and 'Consent and Health History' (with a blue link).

# Step 4-

On this page you will see several forms that need to be reviewed or updated.

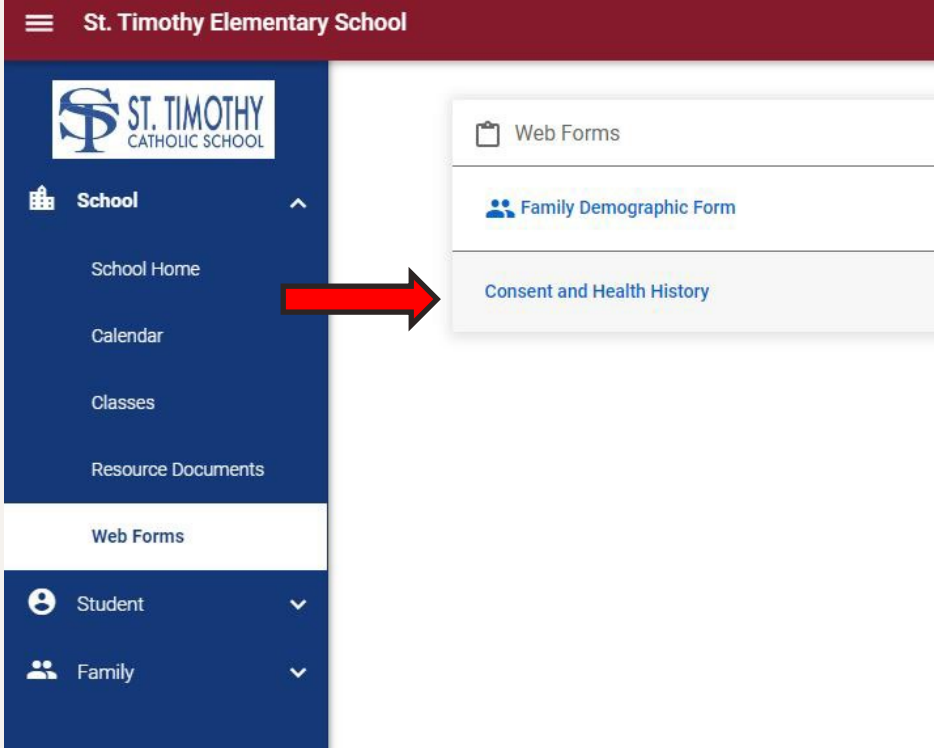
Your page will have your child(ren)'s name(s) below each heading. If you have more than one child, you must complete one for each child.

**The MEDICAL and EMERGENCY CONTACT information MUST be completed by the first day of school.**

The screenshot shows the website for St. Timothy Elementary School. The header is dark red with the school name. A dark blue sidebar on the left contains a navigation menu with icons and text: 'School' (with an upward arrow), 'School Home', 'Calendar', 'Classes', 'Resource Documents', 'Web Forms', 'Student' (with a downward arrow), and 'Family' (with a downward arrow). The main content area is white and displays a list of forms to be completed, each in a light blue box. The forms are: 'Family Demographic Form' (with a 'Back' link), 'Enrolled Students' (with a 'Student Demographic Form' button), 'Student Medical' (with a 'Student Medical Form' button), 'Custodial Parents' (with two 'Custodial Parent Form' buttons), 'Emergency Contacts:' (with two 'Emergency Contacts' buttons), and 'Transportation' (with a 'Transportation Form' button).

# Step 5 -

Go back to the main page and this time click on Consent and Health History as indicated by the arrow



The screenshot shows the website for St. Timothy Elementary School. The header is dark red with the school name. A dark blue sidebar menu is open, showing options like 'School Home', 'Calendar', 'Classes', 'Resource Documents', 'Web Forms', 'Student', and 'Family'. A red arrow points from the 'Web Forms' section in the sidebar to a dropdown menu that contains 'Web Forms', 'Family Demographic Form', and 'Consent and Health History'.

St. Timothy Elementary School

ST. TIMOTHY CATHOLIC SCHOOL

School

- School Home
- Calendar
- Classes
- Resource Documents

Web Forms

- Student
- Family

Web Forms

- Family Demographic Form
- Consent and Health History



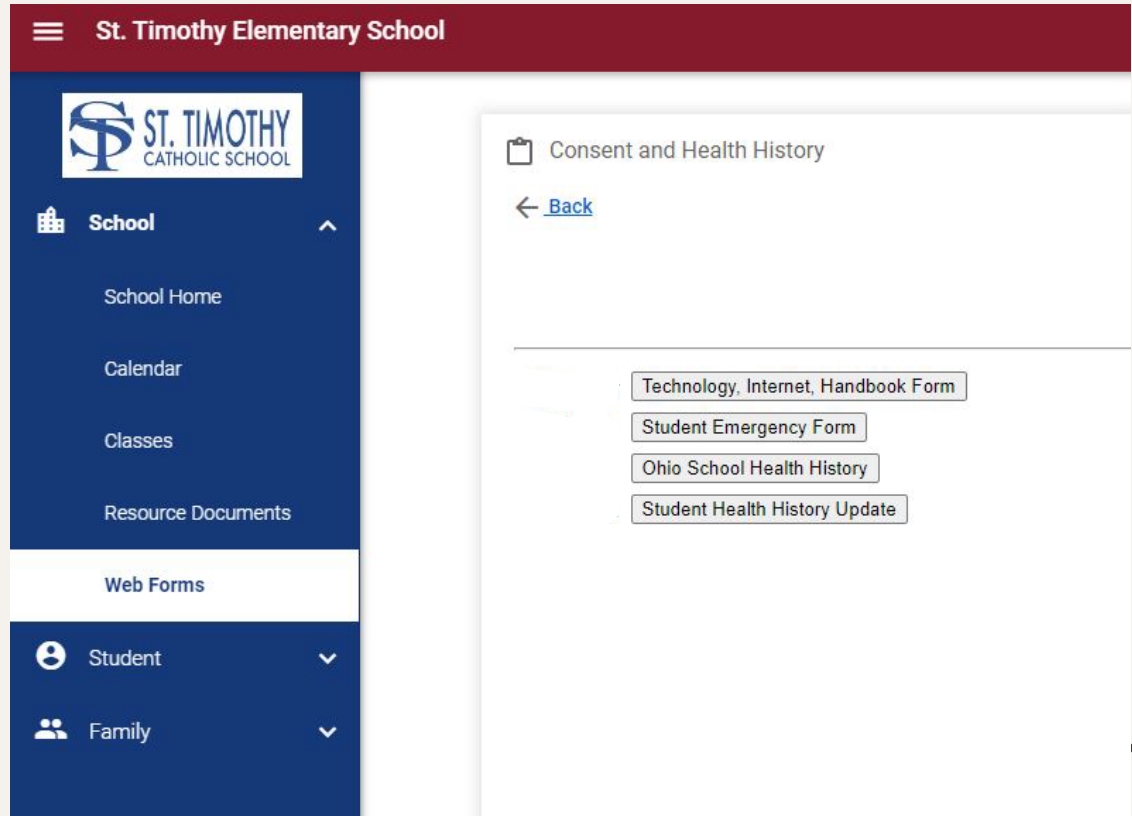
# Step 6 -

On your page, you will see your child's name next to each form.

Please review the back to school information found on the school website.

Your child will not be able to use the computers at school until the first form is signed.

**Complete all four forms to make sure your information is up to date!**



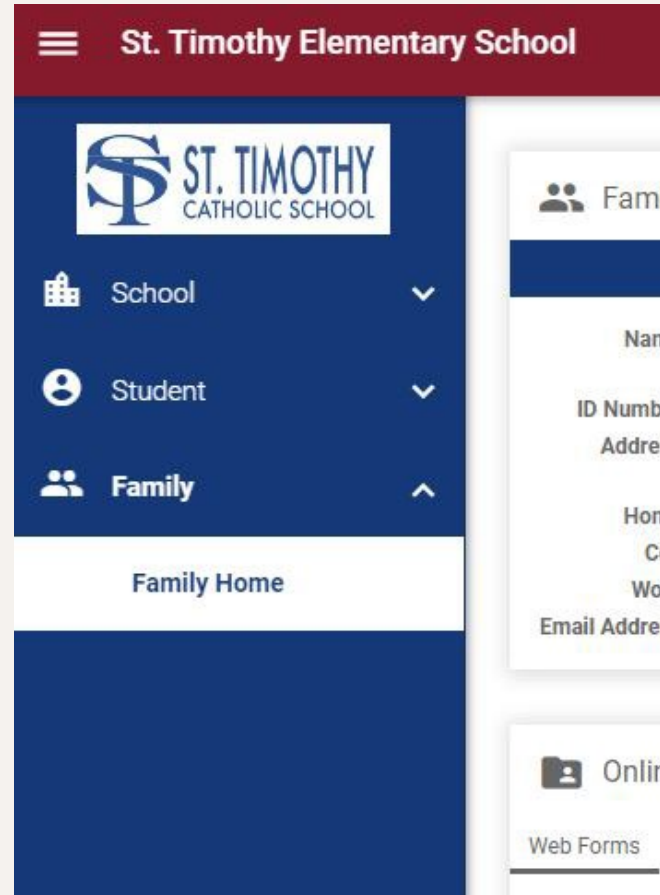
The screenshot displays the website for St. Timothy Elementary School. The header is dark red with the school name. A dark blue sidebar on the left contains the school logo and navigation options: School (with a building icon), Web Forms, Student (with a person icon), and Family (with a family icon). The main content area is white and shows a 'Consent and Health History' section with a 'Back' link. Below this, four forms are listed in light blue boxes: Technology, Internet, Handbook Form; Student Emergency Form; Ohio School Health History; and Student Health History Update.

# Step 7 -

If you click the FAMILY HOME tab on your main screen, you will see a window that lists all your contact information. You will also see a window that allows you to track volunteer hours.

Under the SCHOOL section you will see the calendar, announcements and general information.

These screens will look completely different on your PHONE so be aware.



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If you have any issues, please email Kim Melillo at [kmelillo@cdeducation.org](mailto:kmelillo@cdeducation.org) and she will be able to help with technical issues.

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