

FACTS PARENT GUIDE

www.factsmgt.com / School District Name = DLS-TX

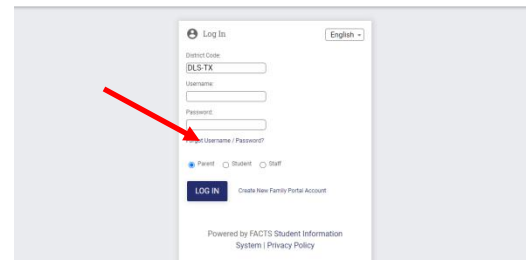
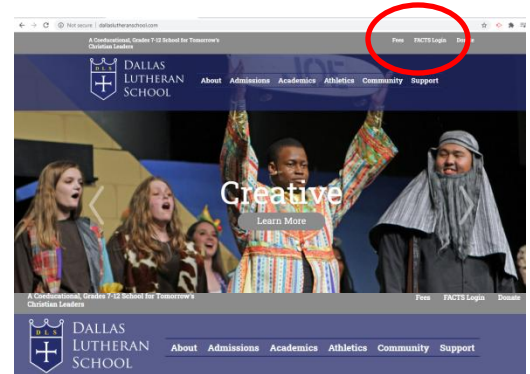


FACTS SYSTEM

Dallas Lutheran School makes use of the FACTS School Information System. All parents are asked to create a parent account and students are encouraged to create their own account.

CREATING AN ACCOUNT

1. Go to the high school website at www.dallaslutheranschool.com and choose the FACTS link in the top-right corner.
2. Choose the “First-Time Users” tab.
3. Type in the email that you gave the school and hit “login.” If you are not sure, feel free to try more than one or contact the school office to see which email we have on file for you.
4. Your password will be sent to you through your email account by FACTS. You can change this password once you are into the system.
5. Return via the same link and login this time through the parents tab (or students tab if you are using the student’s email account.)



SCHOOL INFORMATION

- Home. School wide announcements and upcoming events.
- Directory. Basic contact information for DLS families is posted in this password-protected section. Families who have asked that their information is withheld will show up blank.
An option to print exists for families who wish to do so.
- Resource Documents. A place for parents to pick up commonly used forms and other school-wide documents.
- Web Forms. This allows you to submit updates to your personnel information when you choose the FAMILY DEMOGRAPHIC FORM under the Summer update.
KEY POINT: At the bottom of the custodial parent demographic form are preferences which allow you to do things such as: receive email progress reports automatically, auto emails when your student receives a zero, and block certain information from the school directory.

The screenshot shows the Dallas Lutheran School Family Portal. The header includes the school's name and navigation links like 'About', 'Admissions', 'Academics', 'Athletics', 'Community', and 'Support'. The left sidebar contains a 'Family Portal' menu with categories: School, Student, Family, and Resources. The main content area features a search bar and two archive sections: 'Document Archives' and 'Newsletter Archives'. The 'Document Archives' section contains a table with the following data:

Upload Order	Name	Download
19	2020 2021 Physical Form.pdf 20-21 Physical Form	
18	Summer Reading Assignment 2020.pdf 2020 Summer Reading List	
17	https://youtu.be/YBuQEbsVE4E DLS ONLINE v2 Commentary	
16	dls online v2 doc.pdf DLS ONLINE v2 DOC	

The 'Newsletter Archives' section displays the message: 'No newsletters found.'

STUDENT INFORMATION

- Home. A student's grades can be found in summary on the home page or in detail under Grades.
- Report Card. This is where final grades are posted each semester. It will only show as an option when report cards are available.
- Attendance. Student attendance information will be posted automatically by FACTS.
- Medical: Information as submitted to DLS. Please let us know if some information needs to be updated.
- Schedules. When tab shown, student schedules are available for viewing. Locker numbers are included at the top of the page.

FAMILY INFORMATION

- Home. Family contact information is shown. Parents can review the settings they have chosen under webform demographic settings and current billing information.
- Financial Aid. A parent link to our financial air portal.

RESOURCES

- Links to sites which may be of use to DLS parents are listed.