

2023-2024

ENROLLMENT INFORMATION

NEW COTTER FAMILIES

Create FACTS Application Account

- Go to cotterschools.org/get-started
- Enter your email address and create log in information
- Click Create an Account

1

Verify your account

- You'll find an email from FACTS Family Portal which is active for six hours
- Click on the link to verify your account

2

Create new student application

- Click Create a New Student Application
- Follow the instructions on the screen
- You will need to complete this step for every child you are enrolling

3

Complete enrollment information

- You will receive an email from Cotter Schools with enrollment information
- Click the link in your email
- Click Apply/Enroll
- Click Enrollment/Re-enrollment
- Click *Here* to Open Online Enrollment
- Verify and review the information
- Complete tuition plan
- If you are enrolling more than 1 student, create a tuition account for your oldest child
- Select Skip Payment Plan for your younger children's enrollment. We will automatically add them to your older child's tuition account.

4

Optional: Affordability Grants

- To apply for a grant, complete FACTS Grant Aid & Assessment Application online.factsmgt.com/aid
- Priority deadline: March 19, 2023
- Aid is limited; apply early
- Grants announced: April 3, 2023

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COTTER
SCHOOLS

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