

2026-2027 ENROLLMENT INFORMATION

NEW Cotter families

1

Create FACTS Application Account

- coterschools.org/get-started
- Enter your email address and create login information
- Click Create an Account

2

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

3

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

4

Complete enrollment information

- Click the link in your email from Cotter Schools with enrollment information
- 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.

5

Optional: Affordability Grants

- To apply for a grant, complete FACTS Grant Aid & Assessment Application: online.factsmgt.com/aid
- Note: Your FACTS aid application is different from your parent portal account
- Priority deadline: February 28, 2026
- Aid is limited; apply early
- Grants announced: April 1, 2026



COTTER
SCHOOLS

2026-2027

ENROLLMENT INFORMATION

CURRENT Cotter families **ADDING** A CHILD



cotterschools.org/parent-portal

- Enter username and password. Click Login
- *District Code: CS-MN*



Complete application for your new student

- Click Apply/Enroll
- Click Application
- Click Here to Open Application
- Create a new student application
- Follow the instructions on the screen
- You will need to complete this step for each new child you are enrolling



Check your email for 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
- Complete & submit enrollment forms



You will not need to set up a tuition plan

- Select Skip Payment Plan
- If you need to change your tuition plan, contact Kristin Kelly (kkelly@cotterschools.org)



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