



**EAST COBB**  
CHRISTIAN SCHOOL

## Sibling Application Instructions

### To start a sibling application:

1. Sign-in to your [FACTS SIS](#) account under the **For Families** section on the left and **select Family Portal Login**.

The screenshot shows the FACTS SIS website interface. At the top right, there is a navigation bar with "Parents and School Administrators >" and a "Log In Here" button. Below this is a dropdown menu for "USA". The main navigation bar includes "Products", "Markets", "Resources", "Company", "Parents", and a search icon, followed by a "Contact Sales" button. The central content area is titled "Product Login" and is divided into three columns:

- For Families**: Includes "Family Portal Login >" and "Payment Plans / Financial Aid >".
- For Schools**: Includes "Tuition Management / Grant & Aid >" (Looking to manage payments and financial aid?), "Student Information System >" (Looking to track school and student information?), "FACTS Giving >" (Looking to manage donors and fundraising efforts?), and "Video Coaching and Observation (Vosaic) >" (Looking for video observation and assessment?).
- For Church Administrators**: Includes "aware3 Sign in on Impact Platform >" (Looking to manage donors and fundraising efforts?).

2. Click on the option on the left in the Family Portal that says **Apply / Enroll**, then **Application**.

 School 

 Student 

 Family 

 **Apply / Enroll** 

Application

Enrollment / Reenrollment

 Resources

 Financial

 Back To School Site



3. Click on [Click here to open Application.](#)
4. Click on [Create a New Student Application.](#)

5. After you complete the student information section and grade level, you must select the application type. A drop-down menu will appear under the **Apply to** section. Be sure to select the application of **Current Student Sibling** for the appropriate grade and the **2025-2026** school year. Below is an example of a school family and how it will look on their screen.

Welcome Holly. You are currently logged in.

**Enrollment Students:**

The following students are in the enrollment process. Please return to the previous screen and access the student's enrollment packe

- Annelise DeArmond (East Cobb Christian School)
- Ian DeArmond (East Cobb Christian School)

**Application Students:**

You have 1 student application created:

Student	School Year Applied	Grade Level Applied	Application Status	Forms Acc
DeArmond, Annelise	2019-2020	*K	Submitted 2/6/19	

**Create a New Student Application**

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**Student First Name \***

**Student Middle Name**

**Student Last Name \***

**Student Suffix**

**Student Date of Birth \***

 (mm/dd/yyyy)

**Apply to**

Grade:

School:

Application:

6. Upon submission of the sibling application, there is non-refundable \$150 early application fee charge until February 28<sup>th</sup>. Starting March 1<sup>st</sup>, there is a non-refundable \$250 late application fee charge.