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**.

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

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 looks 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

Student First Name *

Student Middle Name

Student Last Name *

Student Suffix

Student Date of Birth *
(mm/dd/yyyy)

Apply to
Grade: *K
School: East Cobb Christian School
Application: 2025-2026 - 2025-2026 Current Student Sibling Application K

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