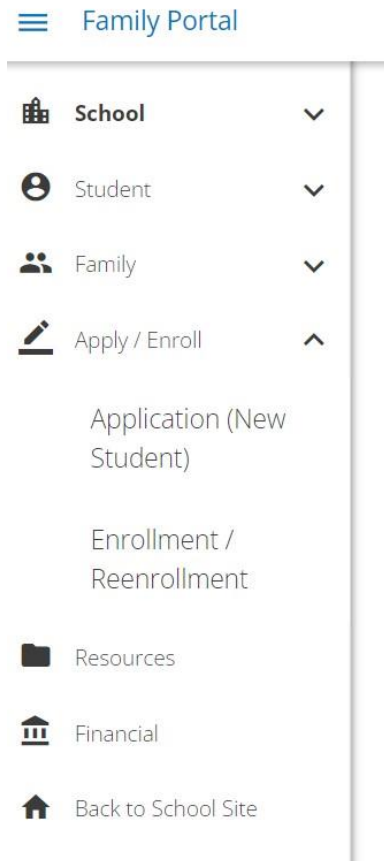


To create a sibling application:

1. Sign-in to your [FACTS SIS](#) account from the Parent Log in and select FACTS Family Portal (ParentsWeb).
2. Click on the option on the left in the Family Portal that says **Apply / Enroll**, then **Application (New Student)**.



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 2024-2025 school year.

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: ▼

School: ▼

Application: ▼

6. Upon submission of the sibling application, there is non-refundable \$150 early application fee charge.