



1. Create an Account.

To begin the online application process, Please [Create an Account](#). Upon account creation, you will receive an email containing a verification link. Once your email address has been verified, log in to your account.

2. Create A New Student Application.

You have successfully created a username and password for your application account. Please review the *separate* email you received to verify your identity. Once verified, please complete the next step by clicking the 'Apply Now' button below.



Once you have created a new Student Application for your child, you will then have the flexibility to log in and out of your account and access your open application.

After submitting the application, you will be able to track your admissions status at the school by logging in to your account. In addition, you will be able to print the completed application, monitor when the school receives any applicable supplemental forms.

3. Enroll Your Child

To enroll, you will access our [FACTS Family Portal](#). Our District Code is **SJP-MI**.

If you do not have a login, please follow the [Instructions for Creating a Family Portal Login](#) below prior to starting the enrollment process:

Instructions for Creating a Family Portal Login:

- Please go to [FACTS Family Portal](#).
 - Click **Family Login** (top right) & select **Facts Family Portal** from the drop-down menu.
- Enter the district code: **SJP-MI**
- After the FACTS Family Portal Login screen opens, please select **Create New Account**.
- Enter your email address as provided in your application to the school in the Email field.
- Click the **Create Account** button.



- You will receive an email from FACTS SIS Customer Support containing a link that will allow you to create your username and password.
 - *For security purposes, the link will remain active for 6 hours.*
- Please click on the link. A Change/Create Password screen will open. You may use the default username provided, or create a new username. Then type in your desired password into the Password field and Confirm Field.
- Click on the Save Username and/or Password button.
- Close the window.

Instructions for Enrollment:

- Log into [Family Portal](#) as instructed above.
- To enroll, click the button below to access our FACTS Family Online Portal
- Type in your username and password
 - *If you have forgotten your username or password, please click [here](#)*
- After logging in, click on **Apply/Enroll** in the left menu.
- Click on the **Enrollment/Reenrollment** link.

Our enrollment system will open with a link to the enrollment packet for your child. Your information will be saved if you need to quit and come back later.

The Instructions and Enrollment Checklist page of the enrollment packet contains supplemental enrollment forms that also must be submitted. Further instructions to complete these forms are provided online.