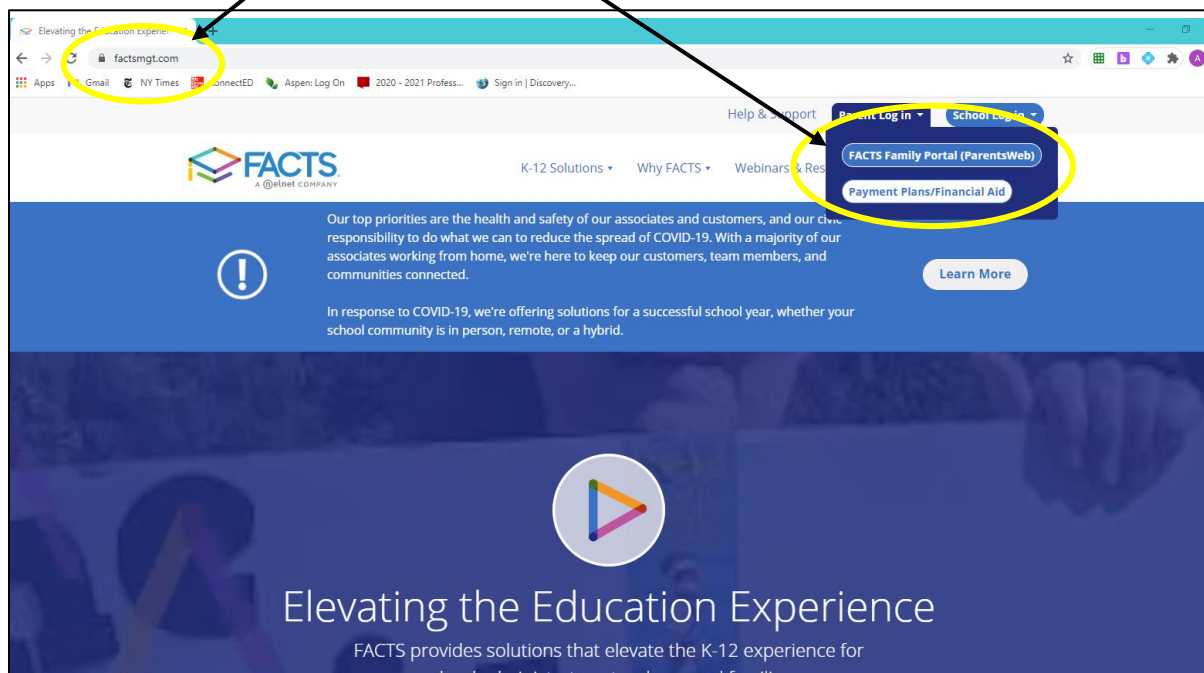


## INSTRUCTIONS FOR ENROLLING YOUR CHILD

Thank you for re-enrolling your child at St. Patrick Academy for the next school year! Here are step-by-step directions for logging in to your account and completing the enrollment packet. As always, should you have questions or need assistance, please do not hesitate to reach out! *Feel free to email me at [aproulx@stpatsri.org](mailto:aproulx@stpatsri.org) or by calling my office at 401.421.9300, x. 23.*

**Step 1:** Navigate to [www.factsmgt.com](http://www.factsmgt.com), choose the Parent Log In on the top right of the screen, then FACTS Family Portal (ParentsWeb).



**Step 2:** You will need the username and password assigned to you. Enter the following information to log in. Be sure to type it exactly as it appears.

District Code: SPA-RI

User Name: (see your specific information included)

Password: (see your specific information included)

Click “Login”. (You may be asked to re-enter both your password and username.)

FACTS  
SOFTWARE COMPANY

### Family Portal Login

District Code:  
SPA-RI

User Name:  
[Input Field]

Password (case-sensitive):  
[Input Field]

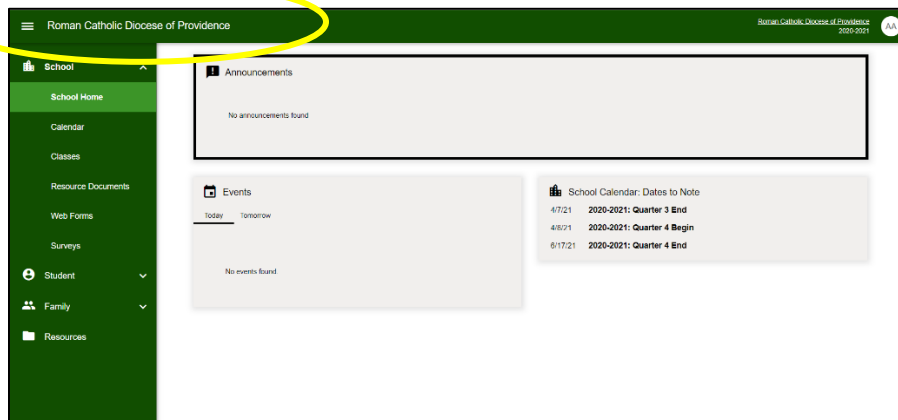
[Forgot User Name/Password?](#)

Parent  Student  Staff

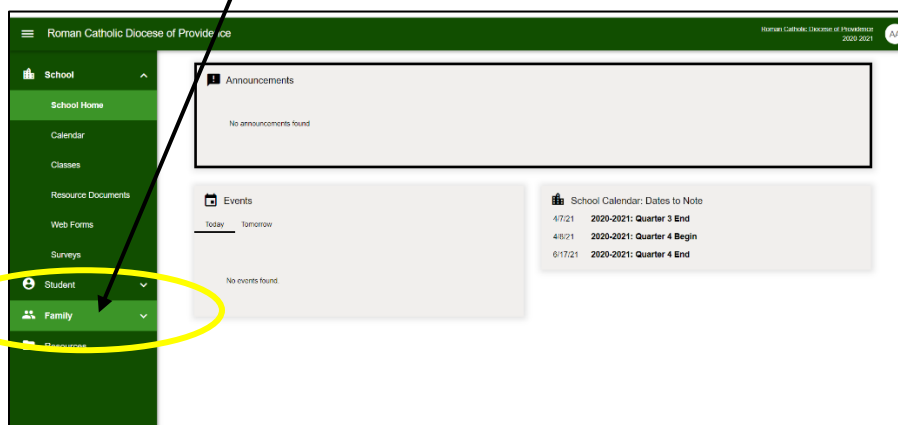
[Create New Family Portal Account](#)

Powered by FACTS | [Privacy Policy](#)

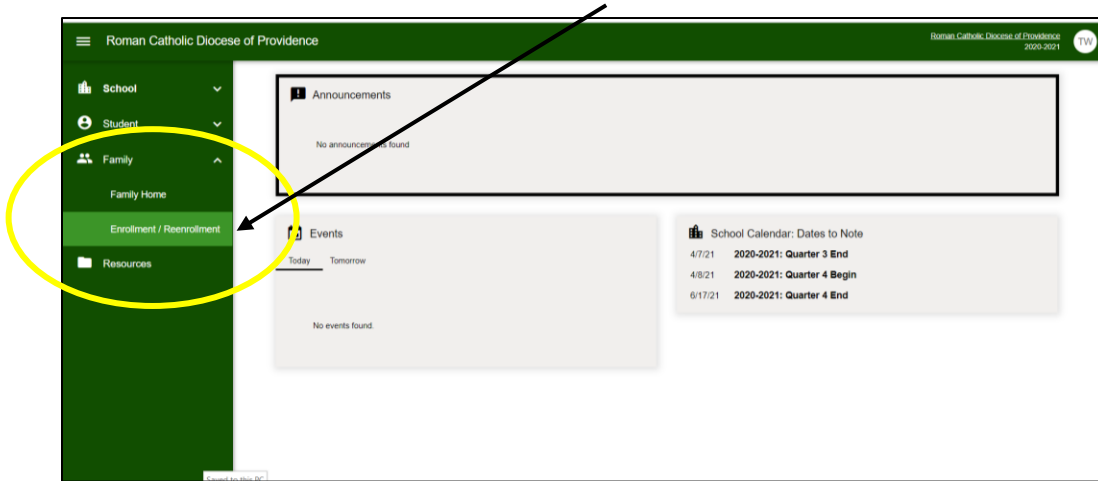
**Step 3:** Once you log in, you will see the Roman Catholic Diocese of Providence page. This is your “home page” for your account.



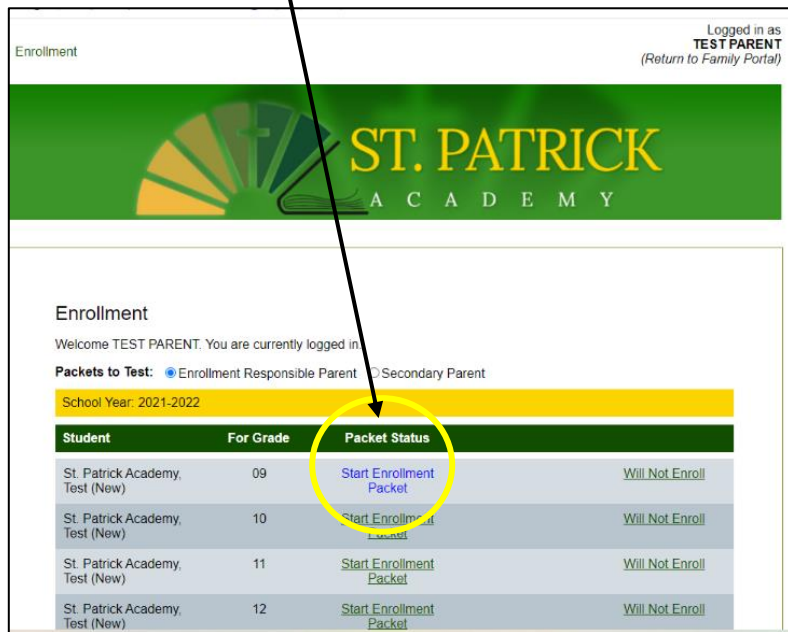
Click on the Family dropdown menu from the list on the left-hand side of the screen.



You will then choose Enrollment/Reenrollment.



**Step 4:** You will see your child’s name and grade listed for the next school year. Click “Start Enrollment Packet.”



**Step 5:** Read through the Instructions and Resources information. To the left, you will see a green menu that lists the sections you need to complete.

Enrollment

Logged in as  
**TEST PARENT**  
(Return to Family Portal)

**ST. PATRICK**  
ACADEMY

Test (New) St. Patrick Academy  
Year: 2021-2022  
Grade: 09

Instructions & Resources

Enrollee Information

Household

Emergency Contacts and Authorized Pickup

Medical Information

Student Driver Authorization

Conduct Agreement

Instructions & Resources

Welcome to St. Patrick Academy's Online Enrollment!

Please complete the forms listed in the left menu, beginning with Enrollee Information. As you complete the process, a yellow caution sign will appear in the menu next to forms that are missing required information. If a form contains all required information, a green check mark will appear.

After you have completed the enrollment packet and have a green check mark next to each item, a yellow **Submit Enrollment Packet** button will appear, allowing you to submit and complete the process. After your enrollment packet is submitted, you will receive a confirmation email.

Once you have completed the enrollment packet, you will need to meet with Deacon Steven Raymond, Director of Operations, to go over your financial aid. You can contact him at [sraymond@stpatsri.org](mailto:sraymond@stpatsri.org) or at 401.421.9300, ext. 12.

If you have any questions about the process, please contact me at 401.421.9300, x. 23 or by email at [aproulx@stpatsri.org](mailto:aproulx@stpatsri.org).

Sincerely,

Next >

**Step 6:** Click on “Enrollee Information” and complete the required items.

Enrollment

TEST PARENT  
(Return to Family Portal)

**ST. PATRICK**  
ACADEMY

Test (New) St. Patrick Academy  
Year: 2021-2022  
Grade: 09

Instructions & Resources

Enrollee Information

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Sincerely,

Next >

You will notice that much of your information has already been filled in from your application.

**Test (New) St. Patrick Academy**  
Year: 2021-2022  
Grade: 09

Instructions & Resources

**Enrollee Information**

Household

Emergency Contacts and Authorized Pickup

Medical Information

Student Driver Authorization

Conduct Agreement

Electronic Signature Page

Enrollment Packet Review

**Enrollee Information**

Please fill in the following fields about the **student** as thoroughly as possible. The items with a red asterisk (\*) are required. Those without it are optional.

**Student Name**  
Test (New) St. Patrick Academy (Change)

**Preferred Name**  
[Text Field]

**Student Address**

Street Address \*  
244 Smith Street

City \*  
Providence

Country \*  
United States (USA)

State \*  
Rhode Island (RI)

Zip \*

< Save & Back Save Save & Next >

Then, make sure to complete all items with a red \* as they are required. You may choose to complete the optional items if you wish.

Student Home Phone  
[Text Field]

**Student Gender \***  
[Dropdown]

**Student Ethnicity \***  
[Dropdown]

**Student Race \***

- African American/ Indian
- American Indian/Native Alaskan
- Asian
- Black/African American
- Black/African American
- Cape Verdean
- Cape Verdean & American Indian
- Hispanic
- Middle Eastern
- Native Hawaiian /Pacific Islander
- Spanish
- Two or More Races
- Unknown
- White

**Primary Language Spoken at Home**  
[Dropdown]

**Birth City**  
[Text Field]

**Birth State**  
[Text Field]

< Save & Back Save Save & Next >

Once you have completed the items on this page, click “Save & Next” at the bottom of the screen to go to the next section.

You will notice a checkmark next to the Enrollee Information section. That means you have completed all the required items for that section.

Enrollment

Logged in as  
**TEST PARENT**  
(Return to Family Portal)

**ST. PATRICK**  
ACADEMY

Test (New) St. Patrick Academy  
Year: 2021-2022  
Grade: 10

Instructions & Resources

Enrollee Information

Household

Emergency Contacts and Authorized Pickup

Medical Information

Student Driver Authorization

Household

Jump to >

If there have been any changes to your demographic or contact information since you applied, please make those changes now so our records remain up to date.

Please note that this information applies ONLY to parents/guardians who reside in the same household as the student. If there is a second household, or another parent who shares custody, they will update their own information separately.

The items with a red asterisk (\*) are required. Those without it are optional.

Home Address

Street Address \*

< Save & Back Save Save & Next >

**Step 7:** Confirm your household information here. *If there is information that needs to be updated (i.e., a telephone number, email, or address), please correct it at this time so our records will remain up to date.* Then, make sure to complete all items with a red \* as they are required. You may choose to complete the optional items if you wish.

Once you have completed the household information, click Save & Next to go to the next section.

**IMPORTANT NOTE:** If at any time, you see a yellow caution sign next to an item in the left-hand menu, that means a required item has been left blank (as seen below). To fix this, simply click on that section to return and fill in any missing items. Once you do, the yellow caution sign will be replaced with the checkmark symbol to signify that section is complete.

Enrollment

Logged in as  
**TEST PARENT**  
(Return to Family Portal)

**ST. PATRICK**  
ACADEMY

Test (New) St. Patrick Academy  
Year: 2021-2022  
Grade: 10

Instructions & Resources

Enrollee Information

Household

Emergency Contacts and Authorized Pickup

Medical Information

Student Driver Authorization

Emergency Contacts and Authorized Pickup

**Emergency Contacts:** In addition to parents/guardians, please list people we may contact in the event of an emergency.

**Authorized Pickups:** In addition to parents/guardians, please indicate persons authorized to pick up this student.

*Important Note: If you want the same individuals to be both emergency contacts and authorized pickups, you must choose both options for each individual. Otherwise, emergency contacts are not allowed to pickup students, and those allowed to pickup students will not receive confidential information.*

The items with a red asterisk (\*) are required. Those without it are optional.

Parent - Test9 Test

Emergency Contact? \*  Yes  No

Relationship to Enrollee  
Mother

< Save & Back Save Save & Next >

cfm?memberid=4305&studentid=95&formid=2&FormSchoolID=26;

**Step 8:** Complete the remaining forms in the same way that you completed Enrollee Information and Household forms. You will need to complete:

- Emergency Contacts & Authorized Pickup
- Medical Information
- Student Driver Authorization
- Conduct Agreement
- Electronic Signature Page

Make sure to complete all items with a red \* as they are required. You may choose to complete the optional items if you wish.

**Step 9:** Once you have completed all sections and have a green check mark next to each one, you will click “Save & Next” to go to Enrollment Packet Review.

The screenshot shows the enrollment portal for St. Patrick Academy. The page title is "Enrollment" and the user is logged in as "TEST PARENT". The main header features the St. Patrick Academy logo. A sidebar on the left lists the enrollment steps: "Enrollee Information", "Household", "Emergency Contacts and Authorized Pickup", "Medical Information", "Student Driver Authorization", "Conduct Agreement", "Electronic Signature Page", and "Enrollment Packet Review". The "Enrollment Packet Review" step is highlighted with a red asterisk and a yellow circle. The main content area displays the "Review and Submit Enrollment Packet" section, which includes instructions and a "Complete Review and Submit Enrollment Packet" button. Below this is the "Enrollee Information" section, which contains a form with fields for Student Name, Preferred Name, Address, City, State, Country, Zip, Student Date of Birth, Student Home Phone, and Student Home Email.

The yellow “Complete Review and Submit Enrollment Packet” button will appear at the top and bottom of the page **ONLY IF** you have completed all information and have green check marks for all previous sections.

Enrollment

Logged in as TEST PARENT (Return to Family Portal)

# ST. PATRICK ACADEMY

Test (New) St. Patrick Academy  
Year: 2021-2022  
Grade: 09

Instructions & Resources

- Enrollee Information
- Household
- Emergency Contacts and Authorized Pickup
- Medical Information
- Student Driver Authorization
- Conduct Agreement
- Electronic Signature Page
- Enrollment Packet Review

**Review and Submit Enrollment Packet**

You have completed all the requirements for this enrollment packet. Review your information below. Use the links on the left to make any changes before submitting this packet.

Click the **Complete Review and Submit Enrollment Packet** button to submit your enrollment packet and any fee payments that may be necessary.

**Complete Review and Submit Enrollment Packet** View PDF

**Enrollee Information**

Student Name: Test (New) St. Patrick Academy

Preferred Name:

Street: 244 Smith Street

Address:

City: Providence

State: RI

Country: USA

Zip: 02908

Student Date of Birth: 1/1/2002

Student Home Phone:

- Respect church, school, and personal property by not taking, damaging, or defacing it.
- Be prepared for class — bring necessary materials, such as pens, folders, and books.
- Be cooperative in all my dealings with my fellow students, teachers, and staff.
- Be responsible and accountable for my own work and not cheat.
- Be a positive example, not a negative influence.

Check here for Student Signature Name: Student Name Date: 3/19/2021

**We agree to support our child in following this Conduct Agreement.**

Check here for Parent/Guardian Signature Name: Parent Name Date: 3/19/2021

### Electronic Signature Page

**Electronic Signature**

The electronic signatures below and their related fields are treated by St. Patrick Academy like a physical handwritten signature on a paper form.

**Agreements**

My signature below affirms that all of the information contained in this enrollment packet is correct, complete, and honestly presented. I understand that withholding or misrepresenting information in this packet may jeopardize my child's enrollment.

Check for electronic signature Name: Parent Name Date: 3/19/2021

**Complete Review and Submit Enrollment Packet**

**Step 10:** Once you click “Complete Review and Submit Enrollment Packet,” you will be returned to the beginning, where your status will now show Submitted with the date.

Enrollment

Logged in as TEST PARENT (Return to Family Portal)

# ST. PATRICK ACADEMY

Enrollment

Welcome TEST PARENT. You are currently logged in.

Packets to Test:  Enrollment Responsible Parent  Secondary Parent

School Year: 2021-2022

Student	For Grade	Packet Status	Instructions & Resources	Clear Packet PDF
St. Patrick Academy, Test (New)	09	Submitted 3/19/21	<a href="#">Instructions &amp; Resources</a>	<a href="#">Clear Packet PDF</a>

This means your child is enrolled for next year! You should also receive a confirmation email to the parent email address on file.