



FACTS Student Information System Tip Sheet

- Visit factsmgmt.com
 - Family log in
 - FACTS Family Portal
- **Our district code is: SPL-MO**
- Sign up for Parent Alert (To ensure you are able to receive our alerts, please text the keyword "START" to 31- 706 from your mobile device)
- Update contact information, see grades, and view financial information through the Family Portal

Incidental Financial Charges

- Additional fees (lunch, SPLASH after care, athletics, etc.) will be considered incidental and will be billed on an occasional basis as fees are incurred.
 - To have these fees withdrawn from your account:
 - Log into your Family Portal
 - Click on the Financial Tab
 - Beside incidental billing, select the actions plan
 - Choose enroll in Auto Pay from the drop down menu
 - You can also send payment to the office to be applied to your account (*this must be done at least 2 business days before the invoice is due*)
 - **NEW THIS YEAR:** incidental fees will not be combined with your tuition payment