

## **RE-ENROLLMENT INSTRUCTIONS FOR RETURNING STUDENTS**

In preparation for the start of the 2024-2025 academic year, please complete your returning student's reenrollment application for next year.

To complete our online reenrollment process, you will access the Family Portal through your existing FACTS login. If you do not have a login, please follow the Instructions for Creating a Family Portal Login listed below.

### **To access Family Portal:**

- Please go to [www.factsmgt.com](http://www.factsmgt.com)
- Select **Parent Log In** from the menu bar and **FACTS Family Portal** from the drop-down menu.
- Enter your **username and password**. If you have forgotten your username or password, please click on the link provided.
- After logging in, click on **Apply/Enroll** in the left menu.
- Click on the **Enrollment/Reenrollment** link.

The Online Enrollment system will open with a link to the enrollment packet for the returning student. The online process should take approximately 15 minutes to complete. 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 on these forms are provided online.

**If you have any questions about the process, please contact LiFT at 727-258-7659 or at [info@liftfl.org](mailto:info@liftfl.org).**

We look forward to another great school year ahead!

Warmly,

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