



ALL NEW FAMILIES MUST ENROLL IN FACTS TO ENSURE STUDENT PLACEMENT FOR THE UPCOMING SCHOOL YEAR

Your Student's Grade Placement is not guaranteed until your contract is finalized in FACTS

TO ENROLL, GO TO: <https://online.factsmgt.com/signin/3QXN7>

Once you enter the website you will be asked the following:

1. Enter Parent contact information – Name, Phone, Email
2. Add Student information – Name, Grade (for the upcoming school year)

YOU DO NOT NEED TO ENTER A STUDENT ID #

Repeat, if necessary, for each additional student

3. Plan Options – select your payment plan –

Annual, Semi-Annual, Quarterly, Monthly – 11 payments

A one-time, non-refundable fee applies based on option selected

4. Payment details – Enter how you will make payments via:
 - checking or savings account – no fee applies, OR
 - credit card – Visa, MasterCard, Discover, American Express - a 2.85% fee applies
5. Select your Payment Schedule – date you want payment made
 - 1st, 10th or 15th of each month
6. Review and Authorize

If you need assistance, please contact the Linda Al-Jaradat at 703-451-8576 ext 122