Founders Christian School Online Enrollment

In preparation for the start of 2025-2026, all back-to-school forms will be completed online. The Online Enrollment process is for all new and returning families, and includes all medical and emergency forms, financial and parental commitment forms, media permission and student pickup authorization forms, etc.

Online Enrollment is now open! To complete the online enrollment process, you will access FACTS Family Portal through your existing login. If you do not have a login, please follow the Instructions for Creating a FACTS Family Portal Login on the back of this page. Once you have a login, please proceed as follows:

To access FACTS Family Portal:

- Please go to www.factsmgt.com
- Select **Family Log In** from the menu bar and **FACTS Family Portal** from the drop-down menu.
- Type in the District Code (FCS-TX), your Username, and Password. If you have forgotten your username or password, please click on the link provided.
- After logging in, click on the **Apply/Enroll** button in the left menu.
- From there, click on the **Enrollment/Reenrollment** button.

The Online Enrollment system will open with a link to the enrollment packet for each of your children enrolled at FCS. 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 documents that also must be submitted. Further instructions on these forms are provided online.

If you have any questions about the process, please contact me at 281-602-8006.

Sincerely,

Angie Chandler

Angie Chandler
Administrative Coordinator

Instructions for Creating a FACTS Family Portal Login

- Please go to www.factsmgt.com.
- Select **Family Log In** from the menu bar and **FACTS Family Portal** from the drop-down menu.
- After the FACTS Family Portal Login screen opens, please select **Create New Family Portal Account**.
- Enter **FCS-TX** into the District Code field.
- Enter in the Email field your email address as provided in your application to the school.
- Click the **Create Account** button.
- You will receive an email from FACTS 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.
- Log into FACTS Family Portal as instructed above.