

Family Directory

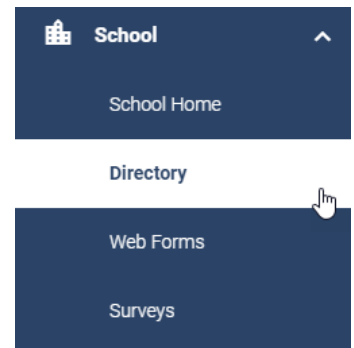
ParentsWeb from **FACTS** is a private and secure parents' portal that allows parents to view academic information specific to their children, while protecting their children's information from others. You may view your child's grades, attendance, and conduct, as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary. All you need is a web-enabled device. <https://factsmgt.com/>

The St. Junipero Serra Catholic School Family Directory is now available online through the FACTS ParentsWeb.

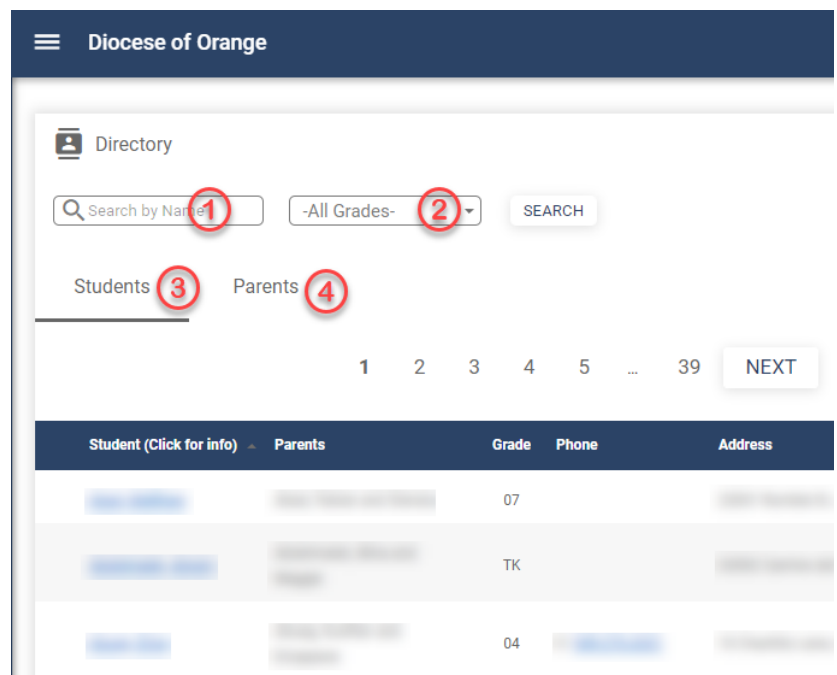
PLEASE NOTE: The information contained in the Family Directory is confidential and not to be used for commercial use or mass distribution. All SJSC families are not included in this directory, as some families have requested omission of their family information from the directory during the registration process.

The contact information contained in the Family Directory is taken from the contact information in FACTS and is based upon your directory preference indicated during registration. **If you would like to update your contact information, or to change your preferences for publication in the Directory, please refer to the directions below.**

From the **SCHOOL** menu, select **Directory**

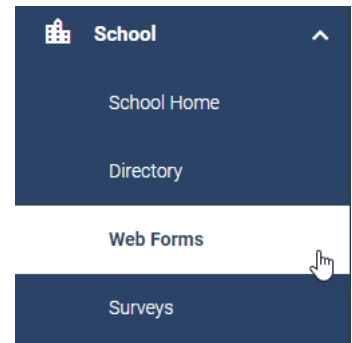


1. Search by Name
2. Search by Grade
3. Search by Student
4. Search by Parent



To change your preferences, go to the **SCHOOL** menu and select **Web Forms**

- Select the Family Demographic Form
- Click “Custodial Parent Form”
- Scroll to bottom of page – **Parent Preferences**
 - Under Directory Click YES to block Name, Address, Email, Home Phone, or Cell. (Clicking No allows information to appear in Directory)
 - Click SAVE
- Complete for each parent



[Custodial Parents](#)

Father Serra

Mother Serra

Parent Preferences:

Auto Email Gradebook Progress Report:

Directory: Block Name: Yes No

Directory: Block Address: Yes No

Directory: Block Email: Yes No

Directory: Block Phone (Home): Yes No

Directory: Block Cell: Yes No

Parent Alert: Home Phone: Yes No

Parent Alert: Cell Phone: Yes No

Parent Alert: Work Phone: Yes No

Parent Alert: No Text: Yes No

To change your contact information, go to the **SCHOOL** menu and select **Web Forms**

- Select the Family Demographic Form
- Click “Custodial Parent Form”
- Update contact information
- Click SAVE
- Complete for each parent

Note: all contact information must first be approved by the Marketing and Enrollment Team. Until approved, this information will not be updated in FACTS

If you have any questions regarding the set-up of your FACTS account, please email tech@serraschool.org

For questions regarding the Family Directory, or updating your contact information, please email admissions@serraschool.org

