It's that time of year again, everyone is scrambling to gather their tax information! In order to help, we have enhanced our system to allow families to print their payment history via calendar year. Please have your families follow the instructions below to view/print their payment history for the current year.
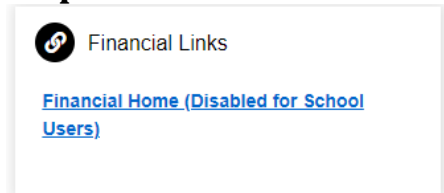
Step 1: Sign into FACTS at factsmgt.com > Parent Log in > Facts Family Portal
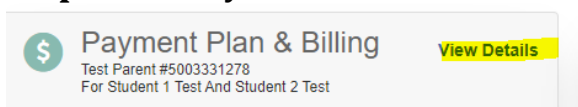
BA's District Code is FCS-MN

Step 2: Once you are in your Family Portal, you will choose the tab titled "Financial"

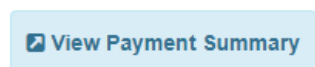**Step 3:** Click on "Financial Home" under "Financial Links"

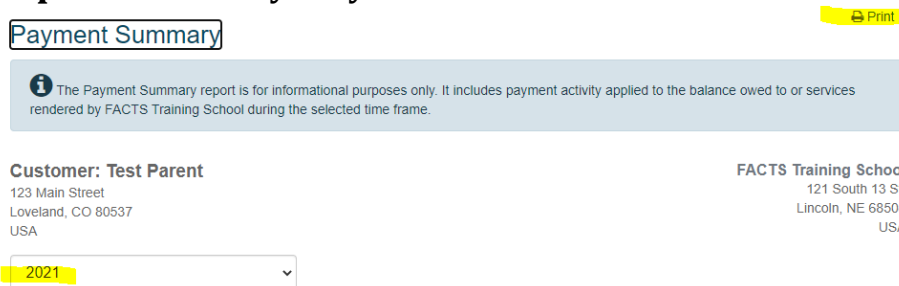**Step 4:** From your FACTS Financial Home, Click on View Details.

Step 5: Select "View Payment Summary".

Step 6: Select the year you need & then 'Print'.

If your families have any questions, please have them call FACTS at 866-441-4637.