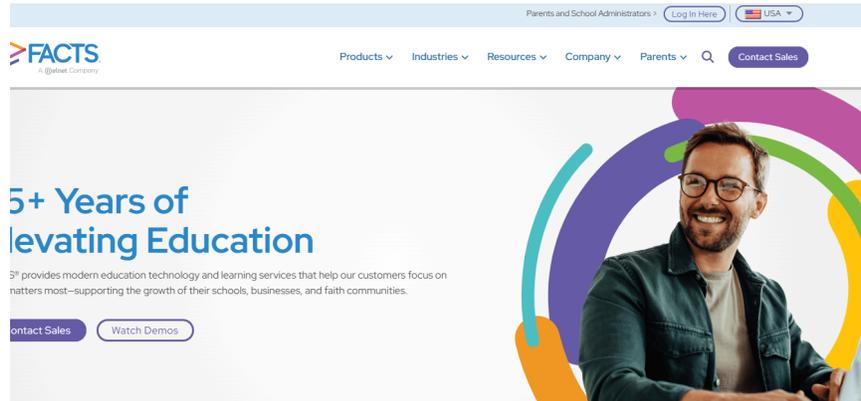
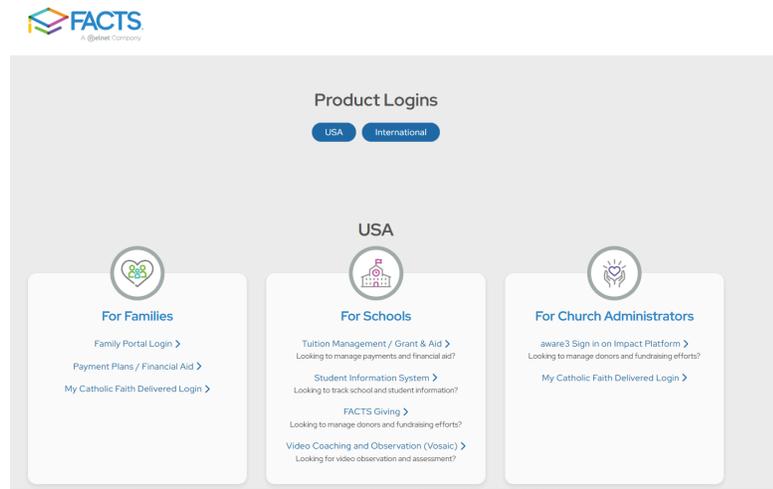


How to fill out Web Forms on FACTS

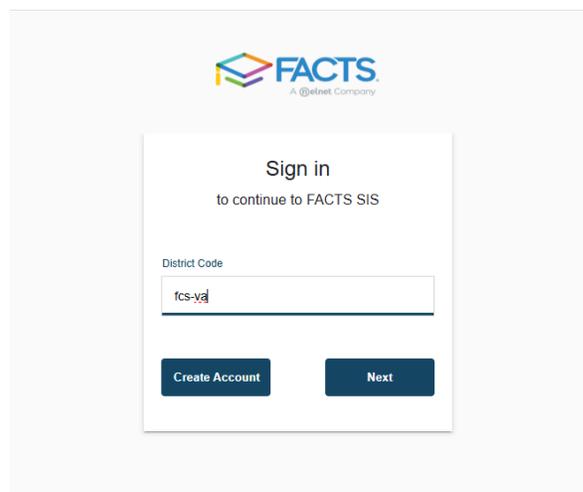
1. Go to factsmgt.com. Click on “Log In Here” in the upper right corner of the page.



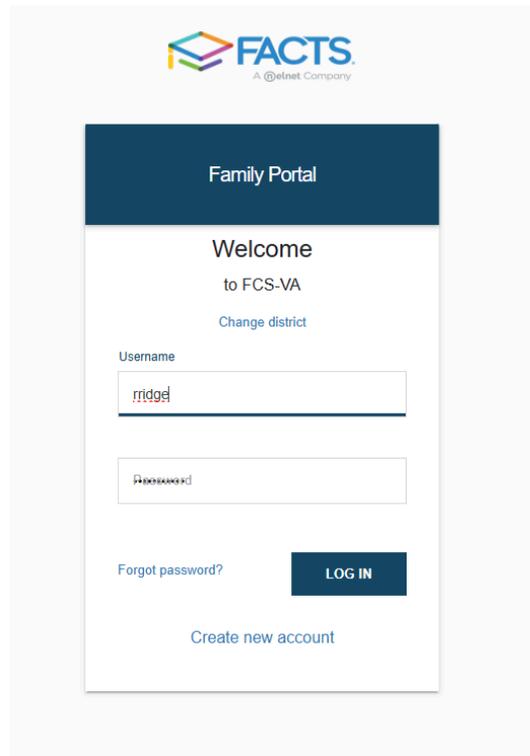
2. Next click on Family Portal Login over on the left side of the page in the first tile.



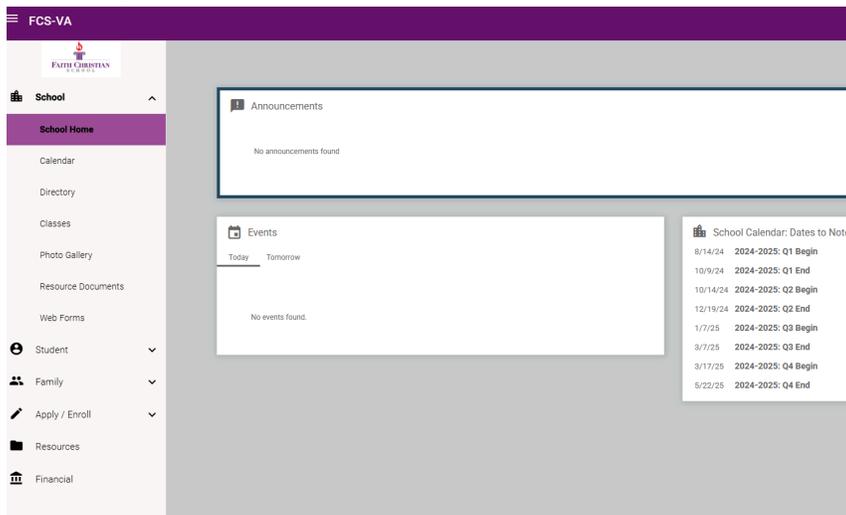
3. Type in district code “fcs-va” and click the Next button.



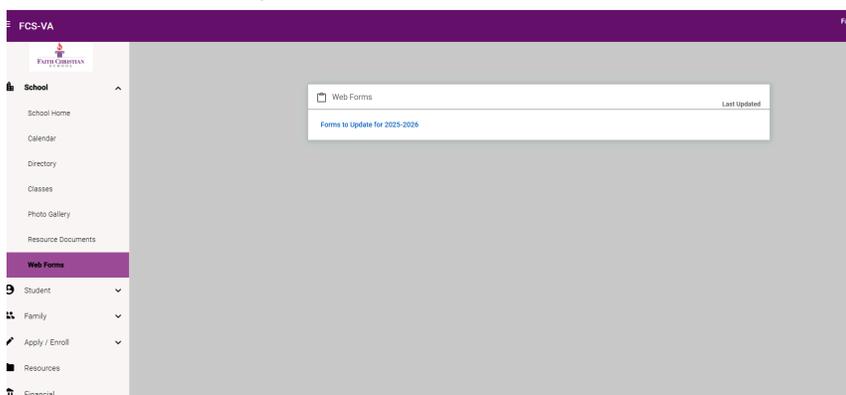
4. Type in your login and password and click the LOG IN button.



5. Once in your Parent Portal, click on Web Forms on the left side bar.



6. Click on Forms to Update for 25-26 in blue.



7. Update each form in the list you see for each student. Note: there is a “last updated” date to the right of each form. Be sure to click the Save button for each form. You should get the message at the top of the form, which says “Web Form Update Saved.”

Forms to Update for 2025-2026		Last Updated
Callan Ridge	Student Demographic Form	
Ryan Ridge	Student Demographic Form	
Callan Ridge	25-26 Student Medical Card	07/23/2025 12:07PM
Ryan Ridge	25-26 Student Medical Card	07/23/2025 12:07PM
Callan Ridge	Emergency Contact Form	07/23/2025 3:30PM
Ryan Ridge	Emergency Contact Form	07/23/2025 3:32PM
Callan Ridge	25-26 After School Care-Faith Zone & Study Tables	07/24/2025 10:32AM
Ryan Ridge	25-26 After School Care-Faith Zone & Study Tables	
Devin Ridge	Driver Safety Agreement	
Rebecca Ridge	Driver Safety Agreement	07/24/2025 10:21AM
Devin Ridge	Parent Signature Form	
Rebecca Ridge	Parent Signature Form	07/24/2025 10:32AM

Contact Rebecca Ridge with questions: rridge@fcsva.com.