PRINTING TAX DOCUMENTS FROM FACTS

1. LOG ON TO YOUR PARENT FACTS PORTAL AT

WWW.FACTS.ORG (OUR SCHOOL CODE IS SS-LA)

2. CLICK 'FINANCIAL' ON THE LEFT SIDE OF THE HOME PAGE

3. CLICK 'FINANCIAL HOME' IN BLUE

4. CLICK 'VIEW DETAILS' IN BLUE

5. CLICK 'VIEW PAYMENT SUMMARY' IN BLUE

6. IN THE DROP DOWN, CHOOSE THE CALENDAR YEAR YOU WANT

7. CLICK PRINT SUMMARY (THIS GIVES YOU THE CHOICE TO PRINT OR SAVE)