



St. Maria Goretti High School's administration and staff are already looking ahead and making plans for next school year. In preparation for the start of 2019-2020, please take time now to complete your student's reenrollment for next year.

To complete our online reenrollment process, please follow the instructions listed below to access ParentsWeb.

To access ParentsWeb:

- Please go to www.factsmgt.com
- Select **Parent Login** and then **FACTS Family Online (ParentsWeb)** from the drop-down menu.
- After the FACTS Family Online (ParentsWeb) Login screen opens, please select **Create New ParentsWeb Account**.
- Enter **SMG-MD** 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 SIS 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 ParentsWeb as instructed above.
- After logging in, click on the **Apply/Enroll** button in the left menu.
- Click on the **Enrollment/Reenrollment** button.

Our Online Enrollment system will open with a link to the enrollment packet for your student . 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 forms that also must be submitted. Further instructions on these forms are provided online.

Re-enrollment must be submitted by **March 8, 2019**. If you have any questions about the process, please contact me at 301-739-4266 ext. 130.

Sincerely,

JoAnn M. Hevey, CPA
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