



United in Christ to ignite the joy of faith, community, and learning.

Dear Families,

Enrollment will open to returning students on Monday, January 26th. You will receive an email by 12:30 PM with the subject line “FACTS Reenrollment for 2026-2027”. This email will walk you through the re-enrollment process, but we’ve included additional information and resources below. All re-enrollments must be completed by February 17th. Failure to do so may result in your student's place in the school being given to a student on the waiting list.

Re-enrollment for all **current** students (including Early Childhood) will be done online through your *FACTS* Family Portal. **Do not utilize the “Apply” link on our website to re-enroll a student. That is for new* students only.**

*If you have a **new** student starting at St. Stephen for the **first** time next fall, please view the [New Applicant Guide](#). You will use the “Apply” button on our website.

FACTS Family Portal Reminders:

- To access the Family Portal, visit www.factsmgmt.com and click on Family Login.
- Enter our District Code: SSC-NE.
- At least one parent/guardian created a FACTS Family Portal to enroll last year. If you do not remember your username, please contact the school office. If you’ve forgotten your password, please use the link on the login page to recover it.
- If you did not create a Family Portal account last year and would like to do so, please follow the steps in the [How to Create a Family Portal Guide](#).

Completing Your Re-Enrollment Packets

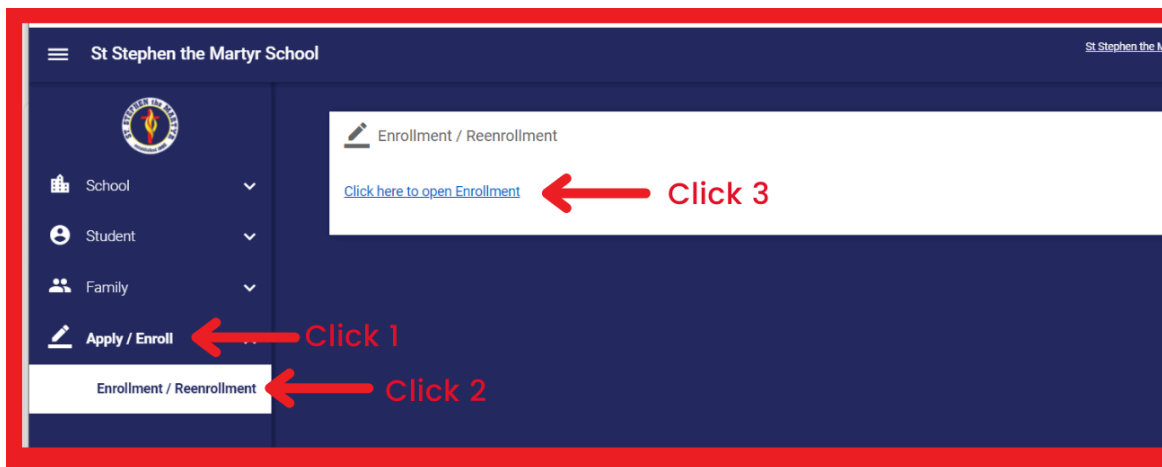
Log in to the Family Portal:

- Go to www.factsmgmt.com
- Select **Family Log In** from the menu bar and **FACTS Family Portal** from the drop-down menu.
- Enter our District Code: SSC-NE

- Type in your **username** and **password**. If you have forgotten your username, please contact the school office. If you have forgotten your password, please use the provided link to recover it.

Once logged in, follow the below directions:

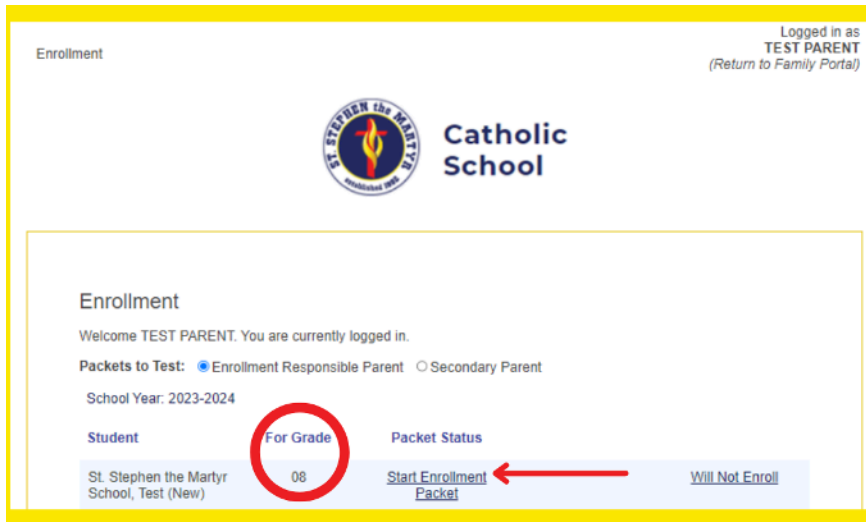
- Click **Apply/Enroll**
- Click **Enrollment/ Reenrollment**
- Click **Click here to open Enrollment**



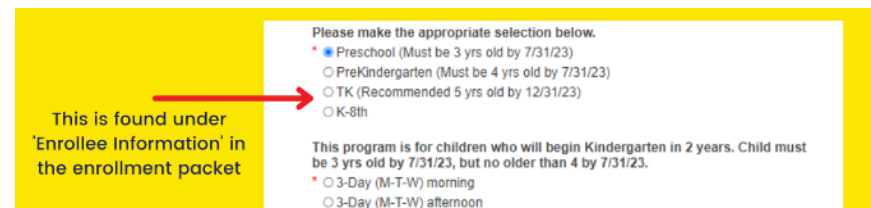
(Instructions continued below)

This will open your family’s enrollment page:

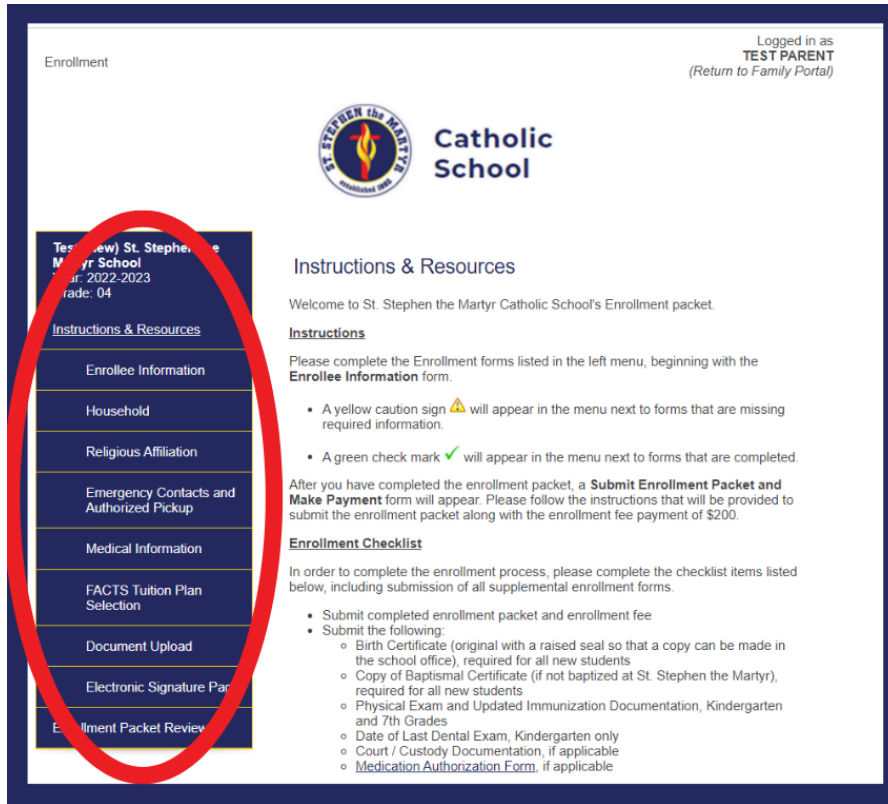
- **Click on ‘Start Enrollment Packet’** – (you will do this for each **returning** student; **new** students will need to complete an application (see [New Applicant Guide](#)). Note: The system will automatically move your child into the “next” grade level.



Attention Early Childhood Education Parents: the system may not move your student into the grade-level program in which you wish to enroll them. For example, it may move a PreK student (Mrs. Tabaka) into Kindergarten instead of TK. Do NOT worry about this. It is a limitation of the system that we will adjust after you submit your enrollment packet. **You will be prompted in the “Enrollee Information” section to select which program you would like to enroll your student in. Select your desired program on this page** and office staff will reassign your student to the correct grade level when their enrollment is approved.



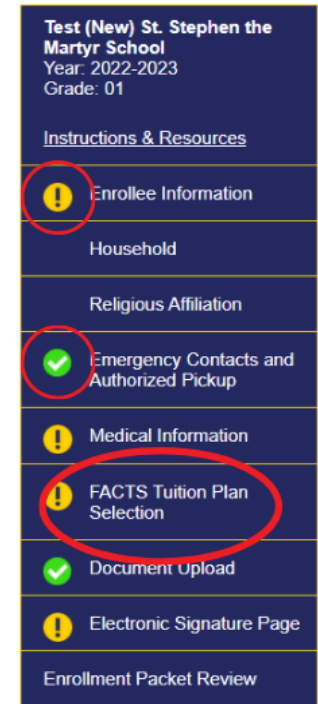
The steps for the enrollment process will be listed on the left. When you begin, they will all have no markings.



A **yellow exclamation mark** will show next to any sections that are missing required information.

As you complete each step, a **green checkmark** will appear.

***In the FACTS Tuition tab**, you will be asked to choose your payment plan for tuition for 2026-2027. View the FACTS Fees Explanations below. **Note:** You will only complete this tab once/family. The \$20 or \$50 FACTS processing fee is an annual fee/family NOT student.



(Instructions continued below)

After you have completed the enrollment packet, a **Submit Enrollment Packet and Make Payment** button will appear. Please follow the instructions that will be provided to submit the enrollment packet along with the total enrollment fee of \$275/current student. All fees required by FACTS are included in this fee. The \$275 fee can be paid via ACH at no cost, or by credit card with a processing fee.

Once your enrollment packet is submitted, you will receive a confirmation email. At any time, you can access Online Enrollment through your Family Portal login to print a PDF copy of the completed enrollment packet.

To complete re-enrollment for an additional student, click the **Enrollment** button at the top of the page and then begin again by clicking the **Start Enrollment Packet**.

Enrollment

TEST PARENT
(Return to Family Portal)

Catholic School

Test (New) St. Stephen the Martyr School
Year: 2022-2023
Grade: 01

Instructions & Resources

- Enrollee Information
- Household
- Religious Affiliation
- Emergency Contacts and Authorized Pickup
- Medical Information
- FACTS Tuition Plan Selection
- Document Upload
- Electronic Signature Page
- Enrollment Packet Review

Review and Submit Enrollment Packet

You have completed all the requirements for this enrollment packet. Review your information below. Use the links on the left to make any changes before submitting this packet.

Click the **Complete Review and Submit Enrollment Packet** button to submit your packet and make any fee payments that may be necessary.

[Complete Review and Submit Enrollment Packet](#) [View PDF](#)

Enrollee Information

Please fill in the following fields about the **student** as thoroughly as possible.

Student Name:	Test (New) St. Stephen the Martyr School
Preferred Name:	
Street Address:	1234 Test Drive
City:	Omaha
State:	NE
Country:	USA
Zip:	68135
Student Date of Birth:	1/1/2012
Local School District of Residence:	Millard
Gender:	Male
Student Ethnicity:	Non-Hispanic
Student Race:	White
Student Citizenship:	USA
Primary Language Spoken at Home:	English

Enrollment

Catholic School

Enrollment Packet Submitted

Your enrollment packet has been submitted. You will receive an email from the school once they review and accept the enrollment packet.

Powered by FACTS [Student Information System](#) | Providers of Enrollment

FACTS Fees Explained:

- Re-Enrollment: There is a \$275 enrollment fee. This fee will reserve your child's place. It covers FACTS School Information System fees that are charged to the school throughout the year. This fee can be paid via ACH at no cost, or by credit card with a processing fee.
- There is a \$32 application fee for all new student applicants, including those who have siblings already enrolled at St. Stephen the Martyr. This fee is required by *FACTS* and St. Stephen the Martyr Catholic School does not receive this payment. This fee must be paid by credit card and there is a processing fee.

Tuition & Fee Management:

[Click here to view the 2026/2027 Tuition Rates.](#) All families will need to select their tuition payment preference through *FACTS*. The tuition payment options are:

1. Full payment of tuition, due in July 2026 (\$20 annual/family processing fee)
2. Two semester payments, due in July 2026 and January 2027 (\$20 annual/family processing fee)
3. Ten monthly payments (July-April), on either the 1st or 15th of the month (\$50 annual/family processing fee)

Families may choose to pay tuition via ACH or Credit Card. In addition to the processing fees outlined above, credit card payments will have a processing fee. There is no additional processing fee for ACH payments.

FACTS is also used for collecting incidental fees for Kidzone (before/after school care), lunch, and other fees (technology, sacraments, field trips, home and school, etc.). All families are required to set up an automatic payment account for incidentals, just as done for tuition. Please note, that incidental automatic payments will not be able to be split between bank accounts. There will need to be one primary account to cover these expenses.