



## FACTS

### How to add/change persons authorized to pick up students.

- 1) Log into FACTS at [www.factsmgmt.com](http://www.factsmgmt.com)  
District code is ck-ar
- 2) Navigate to School > Web Forms > Family Demographic Form
- 3) Choose which category you need to edit. For this purpose you need to choose "Transportation".
- 4) Click "Transportation Form" next to your student's name. If you have multiple students you will need to update the information for EACH student.
- 5) You should now be able to see anyone you previously authorized to take your student from the facility. Delete/add/edit the information as necessary.
- 6) You MUST click "Save" at the bottom of the page or your changes will not be saved.