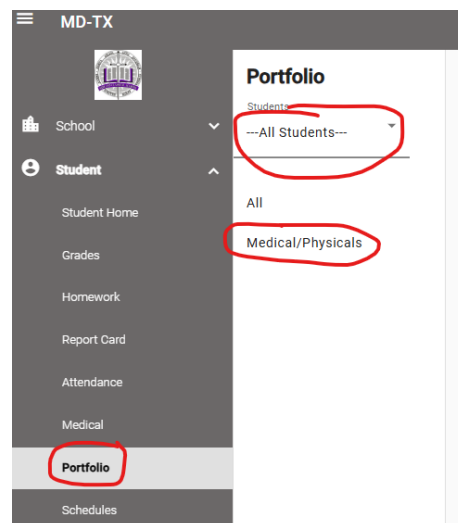


Uploading Files to FACTS Family Portal

Instructions for Parents to Upload Completed Physicals/Medical History

User must first clear the Cache/History on the internet browser and log out of and back into Family Portal in order to see Student>Portfolio.

1. Login to [FACTS Family Portal](#) using your parent username and password.
2. Click on **Student>Portfolio**.
3. Under **Students**, select which student for whom you are uploading a document.
4. Select **Medical/Physicals** from the list below the student's name.
5. Click on **+ Add File**.



6. Browse to the location on your device where the document is saved. Click **Open**.

7. In the Dialog Box confirm that the correct document is listed and select the following:

Type: Medical/Physicals

Year: Current/Upcoming school year (2025-26)

Grade Level: Grade level of student during school year selected above.

Class: Leave Blank

Then click **Add File**.

8. The document you uploaded should appear in the list of Medical/Physicals.
9. Repeat Steps 3-8 above for each individual student's documents.

