

Welcome to Nazarene Christian Academy's Online Application. We have designed our online application process to make applying as simple as possible.

- 1. Create a Parents Web Login at factsmgt.com** (instructions below)
 - 2. Enroll on the FACTS Family Portal at factsmgt.com** (instructions below)
 - 3. Submit Application and Make Payment** online.
 - 4. Complete Directions on email that will be sent to you following steps 1-3.**
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Application Checklist

In order to complete the application process, please complete the items listed below, including submission of all supplemental forms.

- Schedule a Tour by calling the Administrative Office at 817-736-3113
- Submit completed Online Application and application fee
- Submit the following by uploading in this application or submitting directly to the school:
 - Birth Certificate (must show seal)
 - Most Recent Report Card
 - Transcript, required for grades 9-12
 - Most Recent Standardized Test Results, required for grades 1-12
 - Custodial Documentation, if applicable
 - Forward [Release of Records Request](#) to Current School
- Read the following:
 - [School Profile](#)
 - [Kindergarten](#)
 - [Kindergarten Scope and Sequence](#)
 - [Elementary School](#)
 - [Middle and High School](#)
 - [New Student Tuition & Fee Schedule](#)
- Complete Entrance Exam
- Complete a Family Interview

Admissions Status Tracking

After your application is submitted, you will be able to track your admissions status at the school, monitor when the school receives any applicable supplemental forms and, if necessary, reprint the forms and completed application. To view your application status, please use your username and password to access your account.

Registration and Enrollment

After receiving acceptance notification, parents will be provided information necessary to complete the enrollment process.

We appreciate your interest and look forward to meeting you. If you have any questions, please feel free to contact the office at 817-736-3113.

Instructions for Creating a ParentsWeb Login:

- Please go to factsmgt.com
- Select **Logins** from the menu bar and **FACTS Family Portal Login** from the drop-down menu.
- After the RenWeb ParentsWeb Login screen opens, please select **Create New FACTS Family Portal Account**.
- Enter **NC-TX** 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 RenWeb 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 **FACTS Family Portal** as instructed above.

To access FACTS Family Portal:

- Please go to factsmgt.com
- Select **Logins** from the menu bar and FACTS Family Portal **Login** from the drop-down menu.
- District Code is NC-TX
- Type in your username and password. If you have forgotten your username or password, please click on the link provided.
- After logging in, click on the **Family Information** button in the left menu.
- Click on the **Enrollment/Reenrollment** button.