

Updating Contact Information and Medical Information in FACTS

Login to the [Family Portal](#)
DISTRICT CODE: **SRA-GA**

A link to the Family Portal can be found in the Quick Links at the TOP RIGHT CORNER of our website at savannahriveracademy.org.

To Update Information

In the Family Portal - from the left hand menu click SCHOOL-WEB FORMS-FAMILY DEMOGRAPHIC FORM

Once there, you can click the buttons in each category to update information. This information will not auto populate to all sections so it is important to update phone numbers/emails in all locations including Student Demographic Form, Custodial Parents and Emergency Contacts. Medical Information can be updated at the Student Medical Form button. **BE SURE TO HIT THE SAVE BUTTON** at the bottom left of the page in each section.

It is important to update this information in all sections as the system has various ways to contact parents and depending on the message, we choose a different contact information.