

Cambridge Families,

Cambridge Academy's administration and staff are already looking ahead and making plans for next school year. In preparation for the start of the 2024-2025 school year, please take time now to complete your child's re-enrollment.

To complete our online re-enrollment process, you will access our Family Portal through your existing login. If you do not have a login, please follow the Instructions for Creating a Family Portal Login listed below.

To access the Family Portal:

- Please go to [FACTS Family Portal](#)
- Type in your username and password. If you have forgotten your username or password, please click on the link provided
- Go to left-side Navigation Menu
- Click on Apply/Enroll
- Click on Enrollment/Reenrollment

Our Enrollment system will open with a link to the enrollment packet for your child. The process should take approximately 15 minutes to complete. Your information will be saved if you need to quit and come back later. If you have any questions, please contact Mrs. Wilkie in the business office at twilkie@cambridgeacademy.org.

Sincerely,

Cambridge Academy

Instructions for Creating a Family Portal Login

- Please go to [FACTS Family Portal](#)
- Select Create New Family Portal Account
- Enter your email address as provided in your application to the school.
- Click Create Account
- You will receive an email from FACTS Customer Support containing a link that will allow you to create your username and password. For security purposes, this link will remain active for 6 hours.
- Log into Family Portal as instructed above.