

## 2024 FACTS TUITION STATEMENT INSTRUCTIONS

Please use the following instructions to view/print your tuition and childcare payment history for St. Philomena School.

- > Sign into your FACTS Family Portal (<u>factsmgt.com</u>). The district code for St. Philomena School is SP-IL.
- > Select Financial from the Family Portal left-side menu, then select Financial Home to go to your FACTS Financial homepage.
- > For the 2024-2025 School Year, select View Details.
- > Click View Payment Summary, and select the current school year (2024). This page may be printed as needed.

This report shows the school's address and Federal Tax ID, as well as the total paid for each child in each account (tuition, care, fees) for each school year.

The tax year 2024 includes the spring of the 2023-2024 school year and the fall of the 2024-2025 school year.

If you have any questions about logging in or accessing this information, contact FACTS directly at 866-441-4637.

If any information looks incorrect, contact our book keeper, Susan Clark at 309-682-8642 or <a href="mailto:susaclar@stphils.com">susaclar@stphils.com</a>