FACTS Family Portal

We are thrilled to introduce FACTS Family Portal, a convenient hub where you can access various school features all in one place. From the school calendar to grades, enrollment, tuition, and more, everything you need is just a click away!

Starting June 1st, the Family Portal will become the **only** platform for all tuition and fee payments. To ensure a seamless transition, we kindly request you to carefully follow the instructions provided below to register for your Family Portal account.

Getting Started with your Family Portal

1. Go to this website: https://familyportal.lcaknights.com
2. Click **Create new account**.
3. Enter "LCAS-TN" as the District Code, enter your email address, and click **Create Account**.
4. You will receive an email from "FACTS Support," and in that email click the link labeled **Click to create your Family Portal login**. *(Note: If you receive an error that your email could not be found in the system, please call us via 615-223-0451 or send an email to helpdesk@lcaknights.com.)*
5. Enter your email address in the "Username" field, enter a new password in the "New Password" and "Confirm Password" fields, and then click **Create Account**.
6. You will see a message at the top "Login Credentials Created."
7. Done! Click **Back to log in** to log into your Family Portal account.

Log In to your Family Portal

1. Go to this website: https://familyportal.lcaknights.com
2. Enter "LCAS-TN" as the District Code, enter your username/email address, password, and click **Log In**.
3. From the left menu, click **Financial** to see an overview, make a payment, or add funds.

Additional features such as the school calendar, grades, and more will become available for the 2023/2024 school year.