



You can expect frequent communication from GCS. **PLEASE CHECK YOUR EMAIL FREQUENTLY.** Below you will find information regarding various means of communication and websites to become familiar with. To ensure you receive all communication in a timely manner, please let us know if your email address changes so that we can promptly update our records. Each parent/guardian may have two email addresses on file with the school.

PS-3rd Weekly Newsletters

PS-3rd grade parents can expect a weekly newsletter from your student's teacher. These newsletters are sent by email at the end of each week. Each student also has a take home folder/binder. While most documents are emailed, some may come home as hard copies so it is important to check your student's folders and backpacks daily.

Warrior Shout

The Warrior Shout is a frequent email from the office with school-wide reminders or changes to the calendar.

Warrior Rumble

The Warrior Rumble is our monthly newsletter sent the last day of each month. This document is filled with upcoming calendar items, reminders, event information and important document due dates.

Five Websites you will need to become familiar with:

1. **www.gcsblacklick.org**

Our website is the first place to go for school calendars, forms, and website links.

2. **www.factsmgt.com**

FACTS Management is a web-based program that provides access to FACTS Family Portal, which allows parents and guardians to view student grades, grade cards, financials (tuition and fee payment information) and the Parent/Student Handbook.

3. **www.gcs.school-pass.net**

SchoolPass is the web-based program that drives our dismissal and attendance process.

4. Information coming soon

All lunch orders are placed through this site.

5. **www.landsend.com**

To purchase required chapel and core uniform pieces.

You can also link to any of the sites listed above directly from our website <https://www.gcsblacklick.org/>. Detailed instructions for each website can be found below.

TUITION AND FEE PAYMENT, GRADES, SCHOOL DIRECTORY: FACTS Family Portal

To log in to Family Portal, follow these steps:

Click the *FACTS Portal* link on the top of the <https://www.gcsblacklick.org/> home page.

- Enter **GCS-OH** (our school's ID) in the District Code box
- Click *Login*
- Enter your username
- Enter your password

Our faculty uses FACTS on a daily basis and are expected to regularly update student grades. Please be patient with your child's teacher. If you do not see a grade right away, please allow for **three full school days** for grades to be updated.

FACTS Family Portal gives you access to:

- Our school's family directory
- Resource Documents
- Your student's grades and report card
- General school contact information
- Financials (tuition and fee payment information)

ABSENCES, ARRIVAL AND DISMISSAL CHANGES: SCHOOLPASS

SchoolPass is the web-based program that drives our dismissal process and also allows us to monitor attendance.

It is required that you report your student's absence, late arrival, early pick up, change in bus or car pool information, move to extended care or after school activity in SchoolPass. Please do not call the office to report these changes—please use SchoolPass. SchoolPass notifies the office and teacher that your child will be absent and allows you to note the reason. Please include the reason for the absence, late arrival and early dismissal. **If a parent does not report an absence via SchoolPass, this could cause the absence to be marked as unexcused.**

To log on to SchoolPass on your computer or phone:

- Go to <http://gcs.school-pass.net>
- Enter your email address and password (if you were emailed a temporary password, please enter that on the home screen along with the email address on file with GCS).
- If you have forgotten your password, please click "Forgot Your Password?" on the home screen to proceed.

To download the smartphone app (iPhone and Android):

- Search for "SchoolPass" – the school code for GCS is 1239.

Once logged in, you will be able to make changes to your student's itinerary, add drivers, and make changes to your family profile.

Absences need to be reported prior to 9:00 a.m. Changes to pick up schedules or after school activities can be added prior to 2:00 p.m. on the day of the event. After 2:00 p.m., the system does not accept changes for a student's itinerary.

LUNCH: Information coming soon

UNIFORMS

LANDSEND

Landsend.com is the only location to purchase chapel and core uniform pieces. You can follow the link from our website.

It is important to set up student profiles on landsend.com to ensure you are ordering the correct pieces for that grade.

Go to Landsends.com

- Hover over uniforms and click on find your school
- Create a profile for your first student
- Choose find your school
- Click on the Grace Christian School Logo
- Click on Save School
- You can then choose to shop for this school or you can create an account so that you do not have to complete these steps next time.

SPIRIT WEAR items are purchased through the online GCS Warrior Store at specific times throughout the year. Store dates are published in the Warrior Rumble and Warrior Shout.

PE UNIFORM items are purchased through our website. Go to <https://www.gcsblacklick.org/>. Click on the Admissions tab, select uniforms, then select PE Uniform Order Form to place an order.

FACEBOOK UNIFORM GARAGE SALE

This Facebook page is exclusively for GCS families to sell or trade GCS uniform pieces. The Facebook account is completely parent driven and organized. Please follow the steps below:

- Go to <https://www.gcsblacklick.org/>
 - Click on Admissions, Uniforms, Uniform Garage Sale Facebook Page
 - Sign in with your Facebook account username and password
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