FACTS Family Portal Info

What is FACTS SIS?

To enroll at GCA as a family, you should have already created a FACTS account. FACTS is our online portal for everything at GCA concerning your family.

How do I get to it?

You can access this by going to www.factsmgt.com and logging in. If you have any questions or issues with this, please email facts@gcak12.org.

On www.factsmgt.com, click on Parent Login and then FACTS Family Portal. This will take you to the Family Portal Login. Our district code is GCA-IN. Your username and password can be entered from there. Be sure to click the correct box at the bottom (Parent/Student/Staff).

What can I see in FACTS?

Once logged in, you will see options on the left side of the screen: School, Student, Family, and Resources.

Clicking on these will give you access to everything you need to know about your student: Class lists, Grades, Schedule, Behavior, Lunch Ordering, Attendance, Homework, and more.

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Where can I find my student's schedule?

Please note that clicking Student Home will automatically show you a Class List; however, this list is NOT your Schedule. It is just a list in alphabetical order. You will need to scroll down and click Schedule to see the order of their day.

Do I need to do anything in FACTS right now?

Yes!

#1 Under the School section, there is a section titled Web Forms. Please click on this and you will see a Family Demographic Form. Please fill this out or check that it is updated correctly with your current address, phone numbers, emergency contact lists, and authorized persons that can pick up your child. It is also VERY important to update your child's medical information for the current school year.

#2 The Family Demographic Form is also where you will have the option to BLOCK your information from being in our school directory (which is also in the Family Portal) or set up an auto email gradebook progress report - which will send you a daily or weekly email of your child's progress report. You can find these preferences in the Parent Custodial Form.

#3 Order lunches, if you have not already done so. See "[How Do I Order Lunch](#)" sheet for instructions on ordering.