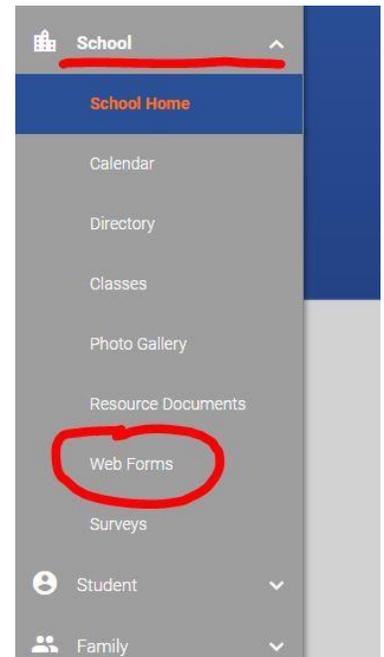


Instructions for checking/updating your GCA contact information:

1. Click the FACTS Family link (graduation cap) at the top of the school website www.gcagators.org.
2. Sign in using your FACTS Family (formerly ParentsWeb) account.
- If you need instructions for creating a new account - [CLICK HERE](#)
3. Once you are logged in, click "Web Forms" on the left menu under "School".
4. Click "GCA Family Demographic Form"



Web Forms

GCA Family Demographic Form

5. Fill out the form for ALL Custodial Parents.

Custodial Parents



Custodial Parent Form

Custodial Parent Form



6. IMPORTANT: Check phone numbers and email addresses (**DO NOT DUPLICATE** - If it's a mobile phone number, only list it under Cell Phone). Leave the others blank if you don't have a Home Phone, separate Work Phone or a 2nd Email address.

Contact Information:

Home Phone (xxx-xxx-xxxx)

Cell Phone (xxx-xxx-xxxx)

Email 1

Email 2

Employment Information:

Company

Occupation

Work Phone

7. At the bottom of the form please mark your preference(s) for receiving non-emergency Alerts (ie. school closings, etc...). (* Leave the last option "NO" if it is ok to send text messages.)

Parent Preferences:

Auto Email Gradebook Progress Report: DAILY

Directory: Block Name: Yes No

Directory: Block Address: Yes No

Directory: Block Email: Yes No

Directory: Block Phone (Home): Yes No

Directory: Block Cell: Yes No

Parent Alert: Home Phone: Yes No

Parent Alert: Cell Phone: Yes No

Parent Alert: Work Phone: Yes No

Parent Alert: No Text: Yes No