



FAMILY COMMUNICATION TOOLS

Geneva School of Boerne uses two primary tools to share important information with our families.

FACTS/RENWEB

FACTS (previously known as Renweb) is our Student Information System (SIS), which is used for the management of family contact information, grades, lesson plans, attendance and discipline reports. FACTS portal, the FACTS Family Portal, provides a direct line of communication for you and your students from their teachers, including grades and homework. We also use FACTS to communicate information in the form of email that is specific to your family. We ask that you use email to communicate with us regarding personal topics as well.

How to Register for **FACTS ParentsWeb**:

- Use your browser to navigate to the website: www.factsmgt.com.
- Click on **Family Log In** and select **FACTS Family Portal**.
- Create a parent account, which will provide access to each of your students.
 1. Type in "GSB-TX" for the District Code.
 2. Type in the email address you provided to Geneva and click **Create New Family Portal Account**.
 3. You will be emailed a link to set up your new account. Follow the instructions in the email.

Note: Rhetoric students can setup an individual account that allows them access to their homework and grades. Follow the same steps using the student's provided email address and select **Student** on the login window.

- Once you log in, click on **Student Home** in the menu bar and use the **Student** dropdown to change between your students. **Note:** FACTS will not be populated with class information until the start of the school year.

We look forward to your participation and encourage you to regularly monitor your student's information. Together, we can continue to improve our children's academic development as well as communication at school and at home. Please contact Ellen Ricks in the main office if you have any problems or questions with FACTS/Renweb.

PARENTSQUARE

ParentSquare is our information portal which is used to post information that is more general and applies to various groups across our community. You can access ParentSquare from your computer (www.parentsquare.com) or with the free app on your phone. ParentSquare allows you to direct how you will receive notifications.

How to Register for **ParentSquare**:

In the coming days, you will receive an email from ParentSquare inviting you to register and log in. Please take a few minutes to do so. When you register, you will have the opportunity to:

- Choose how and when you would like to receive notification of posts from the school.

Note: While you may elect email or text notifications, we recommend that you use the ParentSquare portal like you would Facebook. It is quick and easy to open the app or website and quickly scroll through posts without bogging down your inbox with notifications.
- Upload your picture.
- Download the free app on your phone (optional).

Contact information and classes in ParentSquare are populated from FACTS/RenWeb. Since students are not yet placed in classes (FACTS/RenWeb), you will not yet have access to your child's classes or teachers until the start of school. Once school starts, Rhetoric students will be invited to set up their own StudentSquare account – more information to follow.

Report any changes in contact information to Ellen Ricks at ericks@genevaschooltx.org in the main office. Contact Catherine Davis at cdavis@genevaschooltx.org if you have any problems or questions with ParentSquare.