

Re-enrollment Instructions:

*Protected re-enrollment opens November 1, 2026, and closes on **January 15, 2027**. Please remember the discounted re-enrollment fee of \$100 increases to \$150 after January 15, 2027. In addition, after Friday, January 15, new students will be eligible to fill openings, so please don't wait and risk forfeiting your spot to a new family.*

To complete our online re-enrollment process, you must access our FACTS Family Portal through your existing login.

Instructions on how to access the FACTS Family Portal and start the re-enrollment process are below:

- Please go to www.factsmgt.com
- Click **Log In Here**
- From the **For Families** Box, select **Family Portal Login**
- Type in district code **GCA-OH**, your username and password. If you have forgotten your password, please click on the link provided.
- After logging in, click on the **Apply/Enroll** link in the left menu of the main dashboard.
- Click on the **Enrollment/Re-enrollment** link.

Our online enrollment system will open with a link to the re-enrollment packet. Your information will be saved if you need to quit and come back later. You will be required to pay the re-enrollment fee online when you submit the re-enrollment packet.