

SPIN (Student Parent Information Network)

Getting Started

The primary function of the SPIN System is to reduce paperwork and to allow you to view, submit and update information and required forms online regarding your family and children at Guardian Angels.

If you already know your username and password, enter that information on the main screen to access your records.

For first time users, click the "Forgot Password?" link. On the next screen, click the Email radio button, enter your home email address or one that is recorded at the school, then click "Submit". Your username and password will then be sent to that address.

If you see the message "**This email doesn't exist in our database**" please try a different email address.

If you are still unable to retrieve your logon information, please send an email to jalongi@gacsfl.com and I will enter it into our system and have your username and password forwarded to that email address.

****Note**** Some ISP's (i.e. AOL, YAHOO, MSN might move the generated email to your SPAM or Junk folder. Please check those folders if you do not see the information in your Inbox.

Once you are logged into the system, the first thing you should do is change your password. Click the "Change Password" link, enter the old and new passwords, then "Submit".

If you want to change your username and/or email address, click the "Change Username / Email" link, then "Edit" on the next screen. Enter the new username and/or email address and click submit. If the change was successful, you will have to log back onto the system again with the new username. If the username already exists, an error message will appear.

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The Menu

The following is a brief description of the main categories available to you.

****REQUIRED FORMS ARE IN RED**

1. **Change Username / Email** – See above
2. **Registration Payment** – You can pay the annual registration fee of \$305 online using a credit card through our secured server.
3. **Student Information (Read Only)**
 - a. Family Data – Please review information on this screen and forward any changes that are necessary to Lori Schmidt lschmidt@gacsfl.com.
 - b. Attendance – Attendance records for the current year
 - c. Discipline – Discipline records for the current year.
 - d. Lunch Order – Alternative Lunch ordered online for the current month.
 - e. Schedule – Student(s) class schedule
4. **Athletics (Grade 4: Cheerleading only, Grades 5-8: All Sports)**
 - a. ****Athletic Contract** – Submit one per child / sport.
 - b. Contact Athletic Director – Contact and email information for the Athletic Director.
 - c. ****Health Screening** – PDF form to be printed and signed by your family doctor.
 - d. ****Parent Code of Ethics** – Submit one per family.
 - e. ****Player Code of Ethics** – Submit one per child.
 - f. Summer “To Do” list – PDF provided by the Athletics Department
 - g. Volunteer Coaching – Submit one per volunteer
5. **Required Forms**
 - a. ****Acceptable Use Internet** – Submit one per child.
 - b. ****Carpool** – Submit one per child.
 - c. ****Directory Release** – Submit one per family.
 - d. ****Handbook Signoff** – Submit one per family.
 - e. ****Media Release** – Submit one per child.
 - f. ****Parent Involvement Contract** – Submit one per family.
6. **Medical Emergency**
 - a. ****Emergency** – Required emergency information. One per child. Verify information on file and make appropriate changes.
 - b. Medication – One per child. Update as necessary.

7. **Extended Day** – Submit to sign up for extended day.

8. Volunteers / Time Sheet

- a. ****Lunch Volunteer Dates** - Submit one per family.
- b. Fingerprint Instructions – PDF with instructions and location for fingerprinting.
- c. Safe Environment – PDF with instructions for Level 1 & 2 volunteers.
- d. ****Timesheet** – Submit one for each volunteer session.
- e. ****Volunteer Form** – Submit one per volunteer.