



July 19, 2023

Dear GSL Families,

All parents should have received an email invitation to log into Blackbaud, our new Parent Portal / Student Information System, which you can access by [clicking here](#). One extremely useful feature of the new system is its online directory that will be accessible to our community. We ask that you please go ahead and make any necessary updates to your contact information and to your child's medical information by the start of school, August 14. Below are the key areas to review:

### Directory Settings

In the interest of community building, we highly encourage parents to keep the default setting and display their information in the online directory. However, if you do not wish to display your information in the directory, you can change that setting as per below:

1. In Blackbaud, click your name at the top right of the screen and select Settings.
2. On the next screen, click Privacy on the left.
3. At the bottom of the Privacy page is Directory Settings, with the following 3 options:

#### Directory Settings

- Do not include my name or any information about me in the directory.
- Include my name but do not include any other information about me. ⓘ
- Include my name and use my General settings for what other people should see about me.

Again, we encourage parents to keep the default setting as shown, and display their info in the directory. The directory is not public; only members of the GSL community with a login to Blackbaud can access it.

### General Contact Information

Parents can update contact and demographic information from the Contact Card screen. To access a parent's Contact Card, click your name at the top right of the screen and select "Profile." To access a student's Contact Card, click on the student's name at the top left of the home screen, then on the student screen select the Contact Card menu item.

### Emergency Contacts

At the bottom of the Contact Card screen is an Emergency Contacts section. To add an emergency contact with their phone number, Click Manage Phones and then Create a New Phone Number. You can then do the same for an email address on the Contact Card screen by clicking Manage Email. While it's critical that we have emergency contact info for students, parents may also add emergency contacts for themselves, just in case something were to happen while you are on campus.

*Note: Other families will **not** be able to see your emergency contact information.*

### Medical Information

To update your students' medical information please submit the Medical Info Form. To access the form click on your name at the top right of the screen and select Files & Forms. For each of your enrolled children there should be a form listed there called Medical Info Form. Please note that while we imported some basic info from our enrollment system, we followed Blackbaud's recommendation to not import medical conditions, allergies, and medication info. Blackbaud is much more robust in this area than our

previous school management system, so we appreciate you resubmitting that information for us now.

Thanks so much for your attention to this. If you have any questions or you didn't receive the login invitation, **please email me**. We are excited about providing a better user experience for you through Blackbaud, and we look forward to sharing additional information about the system in coming weeks.

Sincerely,

Jay Sansing  
Director of Information Systems

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