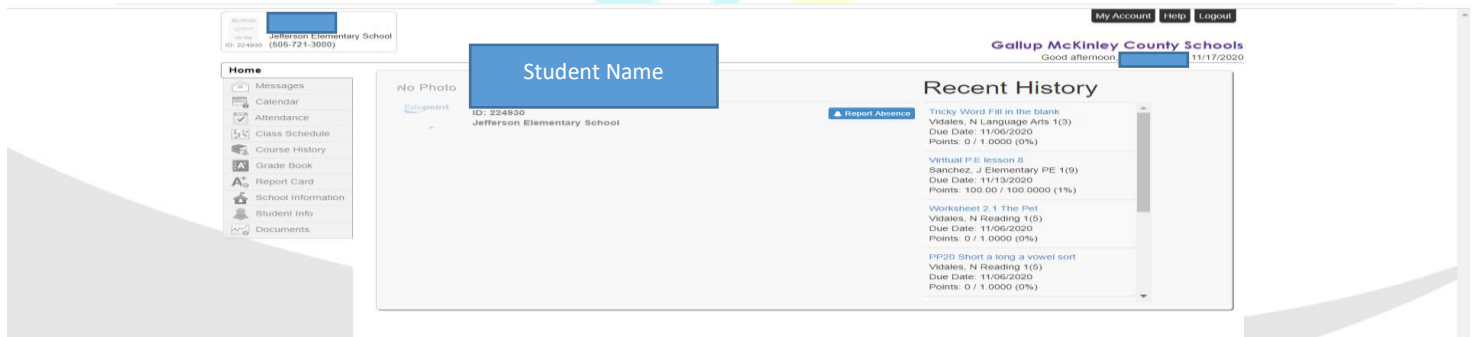# Welcome to the Gallup McKinley County – Parent Portal for Synergy

The Synergy Parent Portal is an application the parent can use to access their child's information, from attendance to grades and more. Once you receive your activation key, you will need either go to the GMCS Website>Parents or download the APP on your cellular held device to create your account. Your account will give you access to all of the children in our system, where you are listed as the parent they live with.

Once you log in, there are many things you can do:

1. On the home page you will see a button to "Report Attendance"
   a. You can enter dates your child will be absent. This information will be submitted to school staff for review. They will either approve it or deny it. Please make sure you add a note and if you have a doctor's note or another document to support the absence, you can scan and upload it to this screen. This will help the school staff to move forward with approving the absence.

2. On the left you will see various options:
   a. Messages – any messages the school or teacher send you, will be shown here
   b. Calendar – the school calendar will show here with any specific holidays, vacations, etc.
   c. Attendance – you can view your child's attendance
   d. Class Schedule – you will see your child's schedule and their teachers. NOTE: the envelope next to the teachers name can be clicked on so you can email that teacher directly.
   e. Course History – this page is for high school students only. This page will show the student's high school grade history.
   f. Grade Book – this view will show you the student's grade, for each class, and if they have any missing assignments. You can also email the teacher from this view, by clicking on the envelope next to the teacher's name.
   g. Report Card – this view will show you the latest report card generated for the student. Remember report cards are only generated 4 times a year.
   h. School Information – this view will show you the email address and phone numbers for the staff at your child's school site.
   i. Student Info – this page will show you basic demographics, emergency contacts, etc. You can request changes by clicking on the "Edit Information" button. Changes will have to be approved by school staff and may require documentation from you. School staff will contact you if they need more information from you to update the student's record.
   j. Documents – any documents that have been uploaded to Synergy will be available to you for review.
   k. Make sure you click on My Account to opt-in Attendance and Grade notices – when the student has a change to their grade or attendance, you will receive a notice.

If you need assistance with your account, please contact your child's school site for support.