

SYNERGY PARENT/GUARDIAN CONTACTS UPDATE FOR SCHOOLMESSENGER BROADCASTS

The source for phone numbers and email for the SchoolMessenger Mass Communication System is Synergy SIS. Following are directions to update parent/guardian contact information including the language preferences. The SchoolMessenger contact information is updated from Synergy SIS daily each morning.

1. Logon to Synergy and navigate to: Synergy SIS> Student> Student: Tab Parent/Guardian:

∀Stu	dent						
Student N	ame: Jones, I	Magda School: Alamo	ES Teacher: Gus	tafsson, Rena E.	Room: 0107	7 Age: 5	
Dem	Click tab	Parent/Guardia	In Emergency	Enrollment	Enrollmer	nt History	Classe
Last Nam	е	First Name	Middle Name	Suffix Stu	dent No	Grade	
Jones		Magda		A98	398789	1	~

2. Click the name of the parent/guardian you want to edit to display contact details:

Parents and Guardians									
×	Line	Order	Relation 🖨	Parent Name	Highest Education ⇔ Level	Туре 🖨	Phone 🖨	Contact Allowed ⊜	
	1	1	Parent 🗸	<u>Jones.</u> Adam	Click name		415-555- 9876	4	
	2	2	Parent 👻	<u>Jones.</u> Amanda	araduate Degree or Higher	Mobile	415-555- 7125	7	

3. Edit the fields as necessary. To add additional phone numbers, click the Add button. To delete an existing number, check the delete box next to the number. Click **Save** when done:

	1 out	D 0.015	D 10							
Demographics	Children	ParentVUE	Parent Con	tact Survey	T:41 -					
ast Name	First	Name		vame Sumix		_				
ones	Ada	.n		J						
arent Info										
No Photo				Primary Langu	lage Social	Security Nu	Imber Email 😥	<u> </u>		
	Lan	guage P	ref.	Other non-En	*		MrAJOn	es@email.	com E	mail addres
Edupoint										
	Nick Name	Last Na	ime Goes By	y AKA Last Name	AKA F	First Name	AKA Middle	Name Ak	A Suffix	
On file										
	Employer			Job Title		US Citizen	Deceased Uni	formed M	ilitary	
						✓				
	Highest Ed	ucation Leve	el Birth Dat	te Birth Place			Additional Info			
	Decline to S	state	~	P						
	Decime to o									
ace and Ethni	city									
ace and Ethni	city		0	Mail Address			سالھ			
ace and Ethni ome Address	city		`	Mail Address				Add	number	bbA
ace and Ethni ome Address hone Number	city	Tyr		Address				Add	number	Add
ace and Ethnione Address	city	Typ	De	Mail Address		E	xtension	Add	number	Add Not Listed
ace and Ethnio ome Address hone Number	city rs Primary	Tyr Home Mabile	pe	Mail Address Phone 415-555-9876 415-555-9876		Edit r	ixtension	Add	number ☑	Add Not Listed
ace and Ethni ome Address hone Number Line F 1 1 2 2	rs V City	Tyr Home Mobile	pe V	Mail Address Phone 415-555-9876 415-555-3698 ess 655-3698		Edit r	ixtension	Add	number v	Add Not Listed

randomly picked so, it's important to check only one.

Delete



HOW TO FIND A PHONE NUMBER

You may receive calls from those who says that they are getting robo-calls from your school but they do not have a child at your school or no child at all. In this case you will need to get the number of the caller and then search for the student whose record has that phone number associated and update the parent/guardian contact record. Following is how to find a phone number in Synergy.

1. Logon to Synergy and navigate to: Synergy SIS> Student> Phone Search:

♥Phone S	earch					«
Search				 		
Search Criteria						(
Phone	Pe p Type	Dhono Typo				
I	Enter E	number				
Last Name	Firstame	Middle Name	Gender			
			~			
Search Results						
Line Type of Person	Name	Phone		Phone Type	Note	

2. Type the phone number given to you by the caller in the format xxx-xxx (e.g. 415-555-9876) and then click **Find**. When you see the parent/guardian associated with the phone number, click the parent/guardian name:

Menu - Find				Status: Read	y 🕲 🖓 🖏 🏹
♥Phop	arch				(«
Search O					
Search Crite					٥
Phone	Person Type	Phone Type			
4155559876	×	~			
Last Name	First Name	Middle Name	Gender		
			×		
Search Results					
Line Type of Person	Name		Phone	Phone Type	Note
1 💦	Jones, Adam	Click name	555-9876	Home	

3. Edit the parent/guardian contact record as necessary, see the previous page for directions. If there are other students associated with this parent/guardian, you can click the Children Tab to see who they are and also update their record(s) if the student(s) is/are enrolled at your school:

\mathbb{Y}										
Parent Name: Jones, Adam										
De	Demographics Children Click Children act Survey									
Last	Last Name First me window Name Suffix Title									
Jone	Jones JAdam J									
Rela	Related Children									
\times	Line	Relation Type	Ş	Student Name	School Name	Contact Allowed 🖨	Ed. Rights			
	1	Parent	*	Jones, Aston L.	Parks (Rosa) ES	v				
	2	Parent	*	Jones, Magda	Alamo ES	~				