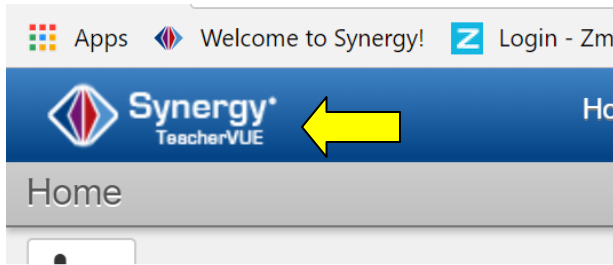
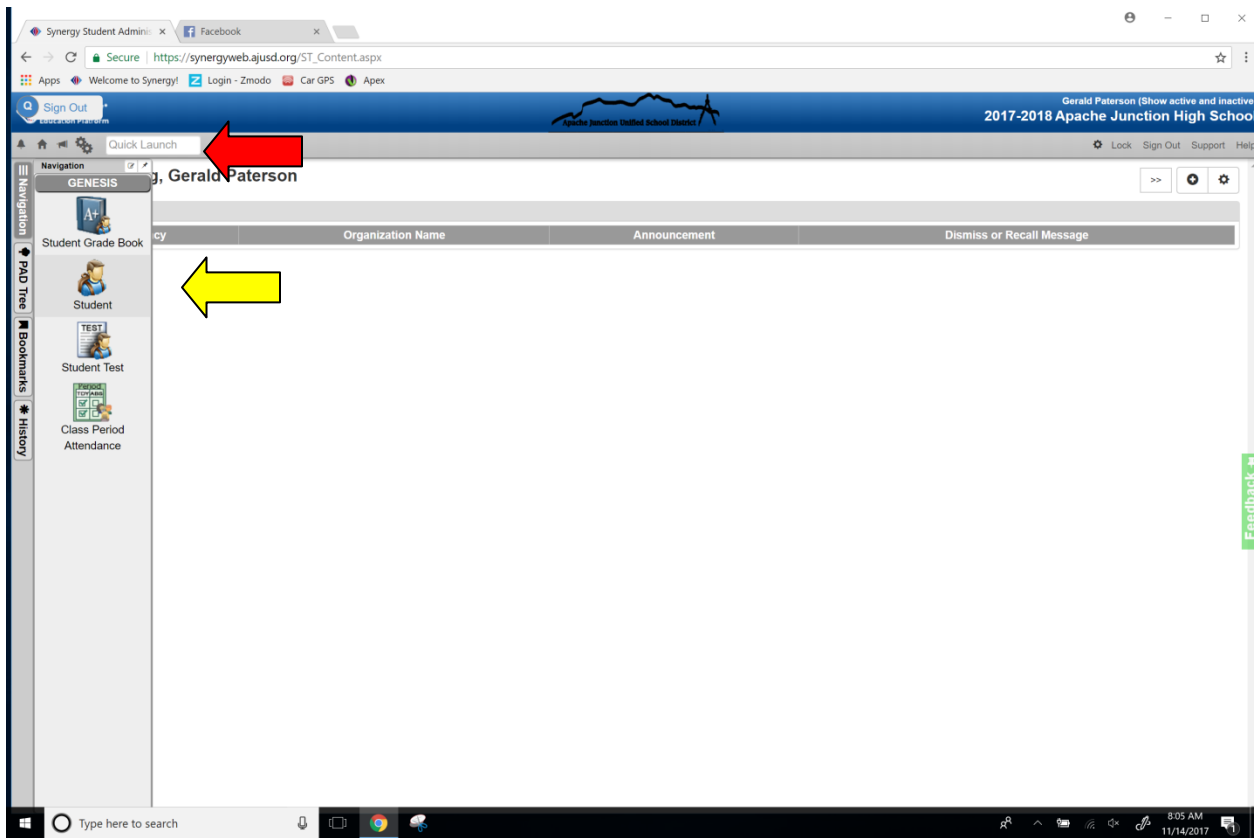


Leave TeacherVue by clicking **Synergy** in the upper left hand portion of the screen and then click Leave.

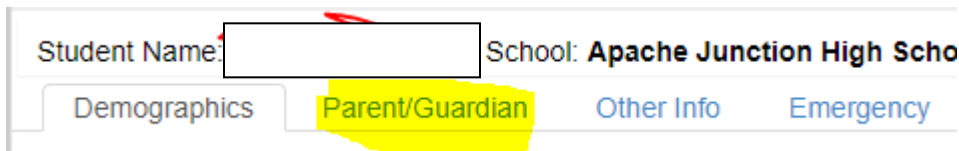


In Synergy, hover over **Navigation** and click the **Student** icon. If you don't see the icon, you can just type **Student** in the **Quick Launch** box (Red arrow).



Locate the Student you are interested in.

Click the **Parent/Guardian** tab.

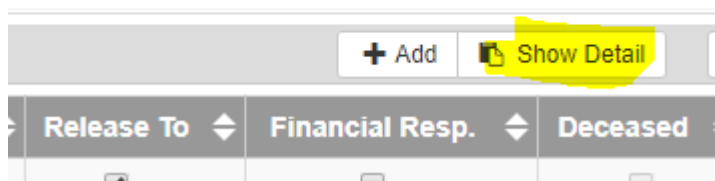


Choose the Parent by clicking the **Row** of the parent.

Line	Order	Lives With	Relation
1		<input checked="" type="checkbox"/>	Father
2		<input checked="" type="checkbox"/>	Step-Mother
3		<input type="checkbox"/>	Mother

This will make the row turquoise.

Click **Show Detail** on the right hand side of the data grid.



If the parent submitted an e-mail, it will be here (this example doesn't have an e-mail address).

**Parent Info**

Gender: Female | Primary Language:  | Resolved Race/Ethnicity:  | Social Security Number:

Email:  | Employer:  | Job Title:  | US Citizen:  | Deceased:

**BE SURE TO RETURN TO TEACHERVUE BEFORE LOGGING OUT!**

Click the tiny bell in the upper left hand portion of the screen.

