



CREATE A BACKPACK ACCOUNT

Go to <https://parents.gcsbackpack.com>

Click on the **I'm a Parent** button.

Enter a valid email address and create a 10-character password

Complete your name and click **"Create My Parent Account"** button.

When you receive a confirmation email, click on **"Activate Your Parent Backpack Account."**

Clicking will take you to the Parent Backpack log in screen. Log in using your email and newly created password.

Click on **"My Students"** to link your account to your child(ren). Have a copy of your student's latest grade report handy because you will need your Student's ID Number. If your child is in his/her first year in GCS and you do not know the ID number, contact the school.

Click **"Add a Student"** and complete the requested information. Click **"Request to Add a Student."** You will receive a message that your request has been successfully submitted to the administrative clerk at your student's school for review.

STAY IN TOUCH WITH BACKPACK

Parent Backpack is a valuable tool to help schools and families communicate with one another. It also allows parents/guardians to monitor their children's grades, assignments, and attendance, and gives parents/guardians access to update the list of individuals who can pick up their children from school. Parents will also be able to invite others (*i.e., grandparents, babysitters, etc.*) to have viewing rights to their child's information without giving them access to change any data or pick up rights.

WHAT'S NEXT?

Once you have followed the steps to create a Backpack account, the final step of the application requires you to provide verification of your identity and proof of custody. Parents/guardians will need to present in person or through approved digital means the following documents. Contact your school with questions about how to finalize your BackPack virtually.

ITEMS THAT MAY BE NEEDED FOR VERIFICATION:

GOVERNMENT ISSUED PHOTO ID

Legal Documents Confirming their Rights to a Student Government Issued Photo ID; State/County Issued Birth Certificate; Divorce/Separation Documents; Court-Ordered Guardianship; Student Emancipated by Age 18 should provide Government Issued Photo ID and Birth Certificate; Notarized Educational Affidavit; Notarized Custodial Parent Affidavit

Statement confirming the email address they used to create their Parent/Guardian Backpack account

Statement confirming if they live with the student and/or receive postal mail with a signature