



## **Parent Portal Office Procedures for Issuing Parent GUID Number**



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1. The parent/guardian must present their photo id in person to the school.
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1. Go to
  2. Do an All People Search for the Parent by entering their last, first name.
  3. Select the Parent.
  4. Print the Person Summary Report
  7. Give the report and instruction document "Parent Portal and Go Mobile for Parents and Students."