From the search tab:

Drop down HOUSEHOLD

Type in student name

Click Go

Locate student household

Click on parent name

Click back to the Index tab

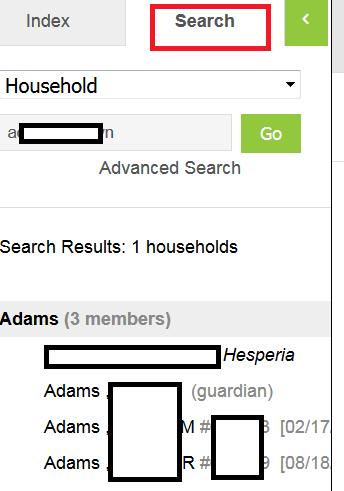
Click Student Information

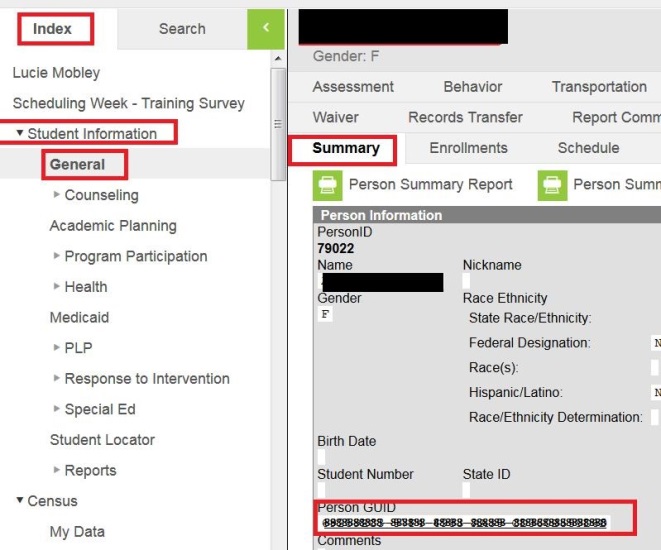
Click General

Make sure that the parent name is displayed here

This is the parent GUID/ACTIVATION key

**Copy and Paste the code into your letter.**

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