

Student Labels Course Selection

Function:

Creates mailing labels to students and/or their households. Allows for salutation line to be added by the user.

Parameters:

Current Year Option: Yes/No.

Calendar: Allows for the selection of one or more calendars.

Course Selection Pre Filter: Use to limit course selection list size.

Course Selection: Use to select desired course or courses.

Name format: Allows for the following formats:

First Name, Middle Initial, Last name

First Name, Middle name, Last name

First Name, Last name

Household name*

Sort order: Name or Zip code/Name/HH.

Salutation: User entered – may be blank (e.g. To the Parents of:)

Selection Scope: Select to create labels for just the household(s) where the student resides, or both the household(s) and any guardians flagged to receive mailings.

Include Secondary Households: Yes/No

**Selecting this option will produce only one label per household regardless of the number of students residing their.*