

Student Labels

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.

Grade: Allows for the selection of one or more grades.

Student: Allows for the selection of one, multiple, or all students.

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.

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.

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