

# **SAT0250 - Attendance Labels**

2025/12/05 11:31 i SAT0250 - Attendance Labels

2025/12/05 11:31 ii SAT0250 - Attendance Labels

# **Table of Contents**

CATOREO Attendence Lebele	
SAT0250 - Attendance Labels	

2025/12/05 11:31 iv SAT0250 - Attendance Labels

## **SAT0250 - Attendance Labels**

#### Attendance > Reports > Attendance Reports > Students > SAT0250 - Attendance Labels

This report prints current year attendance data on labels, including days present, days absent, and total membership days.

The labels are designed according to the Avery 5162 template - 14 labels per page (1.33" x 4").

#### Printing the PDF

If the report is saved as a .pdf file, use the following steps to print the file properly:

- 1. Open the .pdf file in Adobe Reader.
- 2. From the File menu, select Print.
- 3. Change **Page Scaling** to *None*.
- 4. If the report is not displayed as portrait under **Preview**, select **Choose Paper Source by PDF** page size.

### Run the report:

Parameter	Description
Campus ID	Type the three-digit campus ID, or click to select the campus.
Attendance Track (Blank for All)	Type the two-digit attendance track. Leave blank to select all tracks.
Grade Level (Blank for All)	Type the two-character grade level, click to select the grade level, or leave blank to select all grade levels.
Include Withdrawn Students (Y, N)	Y - Include withdrawn students.
	N - Do not include withdrawn students.
Sort Order (A=Alpha, G=Grade,	A - Sort alphabetically.
C=Control Nbr)	G - Sort by grade level.
	C - Sort by control number.

2025/12/05 11:31 1 SAT0250 - Attendance Labels



# **Back Cover**