

SAT0250 - Attendance Labels

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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Include Withdrawn Students (Y, N)	Y - Include withdrawn students. N - Do not include withdrawn students.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, C=Control Nbr)	A - Sort alphabetically. G - Sort by grade level. C - Sort by control number.


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