



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Include Withdrawn Students (Y, N)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	Y - Include withdrawn students. N - Do not include withdrawn students.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



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