



SGR2081 - Student Grade Labels

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This report prints labels for the selected student which display courses, grades, and instructors. Labels are sorted by campus, attendance track, grade level, student last name, student first name, and student ID.

The labels are designed according to the Avery 5164 template, which is 6 labels per page, and each is 3.33" x 4".

- For a four-semester campus, the report prints a line that separates semesters 1 and 2 courses from semesters 3 and 4 courses.
- Non-graded courses are printed according to the **Incl Non-Graded Crs** field on [Maintenance > Tables > Campus Control Options > Print Options](#).

Run the report:

| Parameter | Description |
|--|---|
| Ending School Year (YYYY) | Type the four-digit ending school year. |
| Campus ID (Blank for All) | Type the three-digit campus ID, or click  to select the campus . Leave blank to select all campuses in the district. NOTE: If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the Exclude from District Reporting field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID. |
| 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. |
| Exception Grade Level (Leave Grade Level Blank) | To print labels for all except one grade level, type the two-character grade level, or click  to select the grade level . Otherwise, leave blank. If using this option, leave the Grade Level parameter blank. |
| Attendance Track (Blank for All) | Type the two-digit attendance track. Leave blank to select all tracks. |

| Parameter | Description |
|---|--|
| Semester (1, 2, 3 =1&2, 4 = 3, 8 = 4, C =3&4, Blank for All) | <p>1 - Select semester 1.</p> <p>2 - Select semester 2.</p> <p>3 - Select semesters 1 and 2.</p> <p>4 - Select semester 3.</p> <p>8 - Select semester 4.</p> <p>C - Select semesters 3 and 4.</p> <p>blank - Select all semesters.</p> |
| Include Withdrawn Students (Y, N) | <p>Y - Include withdrawn students.</p> <p>N - Do not include withdrawn students.</p> |
| Include Withdrawn Courses (Y, N) | <p>Y - Include withdrawn courses.</p> <p>N or blank - Do not include withdrawn courses.</p> |
| Control Nbr (N=Name, C=Control Nbr) | <p>N - Print the instructor's name.</p> <p>C - Print the instructor's control number.</p> |
| Print Control Nbr (Y, N) | <p>Y - Print the student's control number.</p> <p>N - Do not print the control number.</p> |
| Print Attendance (Y, N) | <p>Y - Print attendance information for the year.</p> <p>N - Do not print attendance.</p> |
| Print Final Grade (Y, N) | <p>Y - Print the final grade.</p> <p>N - Do not print the final grade.</p> |
| Print Rank (Y, N) | <p>Y - Print rank.</p> <p>N - Do not print rank.</p> |
| Print Grade Averaging (1=Grd Pt, 2=Numeric, 3=N) | <p>1 - Print grade point grade averaging data.</p> <p>2 - Print numeric grade averaging data.</p> <p>3 - Do not print grade averaging data.</p> |
| Type Info on Grd Avg Line (N=Crs only, Y=Crs with Avg) | <p>Y - Print grade totals, number of courses, and average on the grade average line.</p> <p>N - Print only grade totals and number of courses on the grade average line.</p> |
| Student IDs (Blank for All) | <p>Type the six-digit student ID number, including all leading zeros. Separate multiple IDs with a comma (e.g., 098321,096476). Or, click  to select the students. Leave blank to select all students. You can select up to 300 students.</p> |



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