

SRG1001 - Student Address Labels

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This report produces labels for students or parents from either current year or next year records. You can print 12, 14, or 30 labels per page.

The labels are designed according to the following Avery templates:

- Avery 5160 template, which is 30 labels per page, 1“ x 2 5/8” each (When printing 30 labels, you may need to adjust your printer settings.)
- Avery 5162 template, which is 14 labels per page, 1 1/3“ x 4” each
- Avery 5197 template, which is 12 labels per page, 1 1/2“ x 4” each (diskette label)

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.
Labels Per Page (12, 14, 30)	Type the number of labels per page (12, 14, or 30). If you select *Y* for any of the following parameters, you can only print 14 labels per page: **Print Grade Level on Label** **Print Campus Name on Label** **Print Student ID** **Print To Parents of**
Print Mailout Labels (Y, N)	Y - Print labels with the student's name and addresses for the contacts who have **Receive Mailouts** selected on Maintenance > Student Enrollment > Contact. N or blank - Print a single label with the student's address on it.
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.
Gender (M, F, Blank for All)	M - Select male students only. F - Select female students only. Blank - Select all students.

Parameter	Description
Include Withdrawn Students (Y, N)	Y - Include withdrawn students. N - Do not include withdrawn students.
Only New Students This Year (Y, N)	Y - Exclude students who have an enrollment record at the campus for a prior school year. N - Include all currently enrolled students at the campus.
Entered Campus On or After (MMDDYYYY)	You can print labels only for students who entered the campus on or after the date specified. If you enter a date and **Only New Students This Year** = *Y*, labels are only generated for students with a entry date on or after this date who were not enrolled in a prior school year. Type the date, or click to select the date from a calendar.
Current or Next Year Students (C=Current, N=Next Year)	C - Select current year students. N - Select next year students.
Course IDs (Blank for All)	Type the course number(s), including all leading zeros and separating multiple courses with a comma (e.g., 0100,0110). Or, click to select the course(s). Leave blank to select all courses in the district.
Sort Order (A=Alpha, C=Control, G=Grade, Z=Zip+Address, Blank=A)	A or blank- Sort the labels alphabetically. C - Sort the labels by control number. G - Sort the labels by grade level. Z - Sort the labels by zip code and address.
Print Grade Level (Y, N)	Y - Print grade level on the label. N or blank - Do not print grade level on the label.
Print Campus Name (Y, N)	Y - Print the campus name on the label. N or blank - Do not print the campus name on the label.
Print To Parents of (Y, N)	Y - Print “To the parents of” on the label. N or blank - Do not print “To the parents of” on the label.
Print Student ID (Y, N)	Y - Print the student ID on the label. N or blank - Do not print the student ID on the label.
Student IDs (Blank for All)	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.


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