

SRG1002 - Student Name Labels

Table of Contents

SRG1002 - Student Name Labels 1

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Registration > Reports > Registration Reports > Student > SRG1002 - Student Name Labels

This report produces labels that print only the student name, student ID, grade level, campus name, and control number.

The labels are designed according to the Avery 5160 template, which is 30 labels per page, and each is 1“ x 2 5/8”.

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.
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.
Sort Order (A=Alpha, C=Control, G=Grade)	A - Sort alphabetically. G - Sort by grade level. C - Sort by control number.
Print Grade Level (Y, N)	Y - Print grade level on the label. N or blank - Do not print grade level on the label.

Parameter	Description
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 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.
Print Control Number (Y, N)	Y - Print the student's control number. N - Do not print the control number.


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Back Cover