

SEM1000 - Parent Address Labels

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This report prints current year address labels for parents and can also print student addresses preceded by “To The Parent of”. The report can be run for a campus or the district. You must select Y for one of the sort order parameters.

The labels are designed according to the Avery 5162 template, which is 14 labels per page, and each is 1.33“ x 4”.

An error report may also be produced:

- If a student does not have a guardian or student address available, the message: “No Address Found” prints on the label, and the student is included on the error report.
- If a student does not have a guardian selected on Registration > Maintenance > Student Enrollment > Contact, a label is not printed for the student, and the student is included on the error report.

Run the report:

Parameter	Description
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.
Print To The Parent of (Y, N, Blank=N)	Y - Include “To The Parent of” on the labels. N or blank - Do not include “To The Parent of” on the labels.
Print Campus ID (Y, N, Blank=N)	Y - Print the student's campus ID on the label in the top-right corner. N or blank - Do not print the campus ID.
Print Parent/Guardian Address (Y, N, Blank=Student)	Y - Print the parent/guardian address on the label. N or blank - Print the student's address on the label.
Sort by Grade, Campus, and Alpha (Y, N, Blank=N)	Y - Sort the labels by grade level, campus, then alphabetically. N or blank - Do not use this sort option.
Sort by Campus and Alpha (Y, N, Blank=N)	Y - Sort the labels by grade level, campus, then alphabetically. N or blank - Do not use this sort option.

Parameter	Description
Sort by District and Alpha (Y, N, Blank=N)	Y - Sort the labels by district then alphabetically. N or blank - Do not use this sort option.
Sort by Zip Code (Y, N, Blank=N)	Y - Sort the labels by zip code. N or blank - Do not use this sort option.
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.


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