


# SEM1000 - Parent Address Labels

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# SEM1000 - Parent Address Labels

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This report prints current year address labels using the parent or student address, and can print “To The Parent of” preceding the student address. 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.<br><br>**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.<br><br>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.<br><br>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.<br><br>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.<br><br>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.<br><br>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.<br><br>N or blank - Do not use this sort option. |
| **Sort by Zip Code (Y, N, Blank=N)** | Y - Sort the labels by zip code.<br><br>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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