



## **SAT0250 - Attendance Labels**



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# SAT0250 - Attendance Labels

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This report prints current year attendance data on labels, including days present, days absent, and total membership days.



The labels are designed according to the Avery 5162 template - 14 labels per page (1.33" x 4").

### Printing the PDF

If the report is saved as a .pdf file, use the following steps to print the file properly:

1. Open the .pdf file in Adobe Reader.
2. From the File menu, select Print.
3. Change **Page Scaling** to *None*.
4. If the report is not displayed as portrait under **Preview**, select **Choose Paper Source by PDF page size**.

### Run the report:

| Parameter   | Description  |
|---|--|
| <b>Campus ID</b>                                    | Type the three-digit campus ID, or click  to <a href="#">select the campus</a> .  |
| <b>Attendance Track (Blank for All)</b>             | Type the two-digit attendance track. Leave blank to select all tracks.   |
| <b>Grade Level (Blank for All)</b>                  | Type the two-character grade level, click  to <a href="#">select the grade level</a> , or leave blank to select all grade levels. |
| <b>Include Withdrawn Students (Y, N)</b>            | Y - Include withdrawn students.<br>N - Do not include withdrawn students.  |
| <b>Sort Order (A=Alpha, G=Grade, C=Control Nbr)</b> | A - Sort alphabetically.<br>G - Sort by grade level.<br>C - Sort by control number.  |



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