



## **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
<b>Campus ID (Blank for All)</b>	Type the three-digit campus ID, or click  to <a href="#">select the campus</a> . Leave blank to select all campuses in the district.  <b>NOTE:</b> If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the <b>Exclude from District Reporting</b> field selected on <a href="#">Registration &gt; Maintenance &gt; Campus Profile &gt; Campus Information Maintenance &gt; Control Info</a> ) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID.
<b>Print To The Parent of (Y, N, Blank=N)</b>	Y - Include "To The Parent of" on the labels.  N or blank - Do not include "To The Parent of" on the labels.
<b>Print Campus ID (Y, N, Blank=N)</b>	Y - Print the student's campus ID on the label in the top-right corner.  N or blank - Do not print the campus ID.
<b>Print Parent/Guardian Address (Y, N, Blank=Student)</b>	Y - Print the parent/guardian address on the label.  N or blank - Print the student's address on the label.
<b>Sort by Grade, Campus, and Alpha (Y, N, Blank=N)</b>	Y - Sort the labels by grade level, campus, then alphabetically.  N or blank - Do not use this sort option.
<b>Sort by Campus and Alpha (Y, N, Blank=N)</b>	Y - Sort the labels by grade level, campus, then alphabetically.  N or blank - Do not use this sort option.

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



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