

# Folder Labels by DOB

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Tool Search: Folder Labels

The Folder Labels by DOB report is formatted to print on 1" X 2-5/8" labels (Avery 5160). The labels include the guardian's name, student name, gender, date of birth, primary household address, and household phone number. Only students whose birth date falls within the entered birth date range (required entry) will be included on the report.

Folder Labels by DOB ☆

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Folder Labels By Date Of Birth

This report is formatted to print on 1 X 2-5/8 labels (Avery 5160). The labels include Guardian Name(s), Student Name, Gender, Student Number, Date of Birth, Household Phone and Primary Household Address. Only those students whose birth dates fall within the date range entered are included in the report.

\*Starting Birth Date:

\*Ending Birth Date:

Which students would you like to include in the report?

☒ Grade
 

All Students

10

11

12

☐ Ad Hoc Filter

What information would you like to include? (Student name will always print.)

☒ Student Number and Date of Birth

☒ Guardian Name(s)

☒ Household Phone Number

If a household has more than one address, which would you like to include?

☒ Mailing Address

☐ Primary Address

Print options:

☒ Print a label for each primary household for a student

☐ Print one label per student (even if student has multiple primary households)

How would you like the report sorted?

☒ Name

☐ Student Number

Report Format:

PDF

Generate Report

Folder Labels by DOB Editor

See the [Student Information Reports Tool Rights](#) article for the tool rights needed to generate this report.

## Report Editor

The following defines the Folder Labels by Date of Birth report editor.

Option	Description
<b>Birth Date</b>	<p>The <b>Starting Birth Date</b> and <b>Ending Birth Date</b> fields are required fields that narrow the students' returns on the report to only birth dates included in this date range. Enter dates in <i>mmdyy</i> format, or use the calendar icon to select a date.</p> <p>If folder labels are needed for the ninth-grade class in the 2019-20 school year, a sample starting birth date may be August 1, 2005. A sample ending birth date may be July 15, 2006.</p>
<b>Student Selection</b>	<p>In addition to the birth date selection, users can include students who meet the birth date range but are narrowed by a grade level selection or by inclusion in an Ad hoc Filter. Grade levels are displayed based on the calendar selected in the toolbar. If no calendar is selected, all grade levels used in all schools will be available for selection.</p>
<b>Student Information</b>	<p>The label can include all or none of the following:</p> <ul style="list-style-type: none"> <li>• Student Number and Date of Birth</li> <li>• Guardian Name(s)</li> <li>• Household Phone Number</li> </ul> <p>The student's name will always be printed.</p>
<b>Address Information Options</b>	<p>If a student has more than one household address, a selection must include either the <b>Mailing Address</b> or the <b>Primary Address</b>. For most students, the primary address will also be the mailing address, where the Household Address Information has the mailing flag selected and the secondary flag not selected. For students who have different primary addresses (i.e., a Post Office Box as the mailing address), schools can decide which type of address to print on this report.</p> <p>If a household has two primary addresses or two mailing addresses, the report will only print one.</p> <p>Only one address will be printed, even if the student has multiple addresses.</p>
<b>Print Options</b>	<p>The labels can be printed for each primary household for each student (default selection), or one label can be printed for each student (if the student has multiple primary households).</p>
<b>Sort Options</b>	<p>The Folder Labels Report can be sorted by either Student Name (default selection) or Student Number.</p>
<b>Report Format</b>	<p>The report can be generated in PDF or DOCX format.</p>

## Generate the Folder Label Report

1. Enter the **Starting Birth Date** and **Ending Birth Date** of students for which to generate labels.

2. Select the **Grade** level of students to include on the report, or select an **Ad hoc Filter** that includes the students to include.
3. Select which **Student Information** to include on the report.
4. Select which **Address** to include on the report.
5. Select the **Print** options for the report.
6. Select the **Sort** options for the report.
7. Select the desired **Report Format**.
8. Click the **Generate Report** button. The report displays in the selected format.

Guardian, Jamie Student, Stephanie E (F) #111111 -- 01/14/1993 -- (763)555-1212 -----Address NA-----	Guardian, Patricia Student, Noah A (M) #111111 -- 09/10/1992 -- (763)555-1212 1234 Fourth Street Any Town, MN 55555	Guardian, Todd Student, Dalton B (M) #111111 -- 12/14/1992 -- (763)555-1212 1234 Seventh Avenue Any Town, MN 55555
Guardian, Jessie A Guardian, Dennis L Student, Lawrence P (M) #111111 -- 01/14/1993 -- (763)555-1212 1234 Third Blvd Any Town, MN 55555	Guardian, Bruce L Guardian, Kim J Student, Braxton E (M) #111111 -- 05/15/1992 -- (763)555-1212 1234 Second Road Any Town, MN 55555	Guardian, Jon D Guardian, ulie K Student, Tucker J (M) #111111 -- 08/24/1992 -- (763)555-1212 1234 61st Ave N Any Town, MN 55555
Guardian, Ismar Guardian, Amal Student, Umayah I (M) #111111 -- 11/21/1992 -- (763)795-4147 4444 Left Lane N Any Town, N 55555	-----Guardian NA----- Student, Dontray S (M) #111111 -- 11/22/1992 -- (763)555-1212 5555 42nd Avenue Any Town, MN 55555	Guardian, Amy Guardian, Jim Student, John R (M) #111111 -- 12/31/1992 -- (763)555-1212 1111 15th Street Any Town, MN 55555

PDF Example

Guardian, Adam Student, Asher (M) #123456 -- 10/10/2001 -- 123456789 8416 Abbott Ave Any Town, MN 55440	Guardian, Abigail Student, Alison #234567 -- 04/30/2002 -- 234567890 6344 Baird Ave Any Town, MN 55440	-----Guardian NA----- Student, Brian (M) #345678 -- 06/21/2002 -- phone# NA -----Address NA-----
Guardian, Charles Guardian, Sylvia Student, Callie (F) #456789 -- 01/01/2002 -- 4567989012 4304 Colfax Road Any Town, MN 55440	Guardian, David Guardian, Belinda Student, Dylan (M) #567890 -- 04/05/2002 -- 4567890123 946 Drew Street Any Town, MN 55440	Guardian, Tess Student, Emma (M) #678901 -- 10/24/2001 -- 678901234 7364 Ewing Lane Any Town, MN 55440

DOCX Example

The following options were chosen in the above images:

- Grade Level
- Student Number and Date of Birth
- Guardian Name(s)
- Household Phone Number
- Mailing Address
- Print a label for each primary household for a student
- Sorted by Student Name

The following will print when information is not available:

- If no address exists for a household, **--Address NA --** will be printed.

- If no guardian exists for a household, **--Guardian NA --** will be printed.
- If the household does not have a phone number defined, **--Phone NA --** will be printed.

Additional settings may need to be done to the printer for proper label alignment. See the information in [Printing Labels](#) for guidance.