

# Mailing Labels Report

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Tool Search: Mailing Labels

The Mailing Labels report generates mailing labels with the dimensions of 1" x 2-5/8", such as **Avery 5160**. Labels can be printed for:

- **Students** - prints a label for each student per household, with the student's name and one guardian name per household
- **Guardians** - prints a label for each person who is marked as a guardian per household
- **Teachers** - prints a label for each teacher in a household
- **Staff** - prints a label for each staff member in a household
- **District Staff** - prints a label for each district staff member in a household and only displays when campus toolbar is set to all schools

The Report Editor includes **Set Up**, **Calendar Picker**, and **Format Options**.

Specific Details about generating each type of mailing label follows.

Mailing Labels Reports

See the [Printing Labels](#) article to review Print Properties prior to printing labels.

# Tool Rights

**Classic Path:** System Administration > User Security > Users > Tool Rights > **Census > Reports > Mailing Labels**

**New Look of Campus Path:** User Management > User Accounts > Tool Rights > **Census > Reports > Mailing Labels**

Read	Write	Add	Delete
User can view and generate the Mailing Labels Report.	N/A	N/A	N/A

The screenshot shows the 'Tool Rights' configuration interface. The left sidebar lists various tool categories, with 'Reports' expanded to show a list of reports. The 'Mailing Labels' report is highlighted with a red box. To the right of the report list is a table of permissions for each tool.

Tool	None	Read	Write	Add	Delete
Behavior Office	None	Read	Write	Add	Delete
Census	None	Read	Write	Add	Delete
People	None	Read	Write	Add	Delete
People Setup	None	Read	Write	Add	Delete
Staff	None	Read	Write	Add	Delete
Households	None	Read	Write	Add	Delete
Addresses	None	Read	Write	Add	Delete
Change Requests	None	Read	Write	Add	Delete
School Choice Administration	None	Read	Write	Add	Delete
Reports	None	Read	Write	Add	Delete
Address Change Report	None	Read	Write	Add	Delete
Census by Address Report	None	Read	Write	Add	Delete
Census by Birth Date Report	None	Read	Write	Add	Delete
Census by School Boundary Report	None	Read	Write	Add	Delete
Census Verification Report	None	Read	Write	Add	Delete
Impact Aid Report	None	Read	Write	Add	Delete
<b>Mailing Labels</b>	None	Read	Write	Add	Delete
Missing Photo - Student Report	None	Read	Write	Add	Delete
Staff Data Extract	None	Read	Write	Add	Delete
Staff Report	None	Read	Write	Add	Delete
Communication	None	Read	Write	Add	Delete

*Tool Rights for Mailing Labels*

# Report Logic

The Mailing Labels report prints address mailing labels for students, student guardians, teachers, staff and district staff.

For ALL mailing label types (students, guardians, etc.), the **Mailing** checkbox must be marked on the

**Household Address** in order for a label to generate. If an address is not marked for mailing, a label does not generate for that address. If more than one address associated with a household is marked for mailing, more than one label generates.

Ended membership records are ignored when determining if a household requires a label to generate. However, if all membership records are ended but the student is still part of a household with an address that is marked for mailing, a label generates with the student's name for both Student labels and Guardian labels.

Additional logic exists for each of the different label types. Review the following information for specific requirements for each label type.

*Address Mailing Checkbox*

## Student Mailing Labels

[Report Logic for Student Mailing Labels](#) | [Household Scenarios for Student Mailing Labels](#) | [Students Mailing Labels Report Editor](#) | [Generate Student Mailing Labels](#)

Student mailing labels print one label per actively enrolled student in a household. Only household addresses marked as mailing addresses are included in the report.

Student labels can be generated by **Grade** or by **Course/Section**:

- The Grade option allows the selection of students using the grade level of enrollment based on the entered Effective Date.
- The Course/Section option allows the selection of students using a specific course and teacher in a particular calendar. Only students enrolled in the selected Course Section on the entered Effective Date print.

**Mailing Labels** ☆

Census > Reports > Mailing Labels

+ Instructions

– Set Up

**Print mailing labels for:**

- Students
- Grade
- Course/Section

Guardians

- Teachers
- Staff

**Students to include:**

- Grade
- Ad Hoc Filter

All Grade Levels X

– Calendar Picker

**Calendar(s) to include:**

Search Calendars Show Active Year Only

Find Schools & Calendars

Expand All Collapse All

- 2020-21
  - Abbott Elementary
    - 2020-21 Abbott Elementary
    - 2020-21 Abbott Elementary Pre-K
  - Baird Elementary
    - 2020-21 Baird Elementary
  - Chowen Middle
    - 2020-21 Chowen Middle
  - Drew Middle
    - 2020-21 Drew Middle

Student Mailing Labels by Grade

**Mailing Labels** ☆

Census > Reports > Mailing Labels

**Print mailing labels for:**

- Students
- Grade
- Course/Section

Guardians

- Teachers
- Staff

**Source Calendar**

2020-21 Abbott Elementary

**Source Course**

0000 Advisory

**Source Schedule Structure**

Main

**Source Section**

0000-19 Staff, Amelia

**Effective Date \***

03/04/2021

Select students to include in the report

<input type="checkbox"/>	Name ↑	Student #	Grade
<input checked="" type="checkbox"/>	Student, Asher	123456	04
<input checked="" type="checkbox"/>	Student, Brynn	234567	04
<input checked="" type="checkbox"/>	Student, Charles	345678	04

Student Mailing Labels by Course/Section

The **Effective Date** entered on the report is used to return ONLY actively enrolled students in the selected calendar(s) on that date. If a student ended enrollment in the selected calendar(s) prior to the entered date, a label does not generate for that student.

When an Ad hoc Filter is selected, the filter is applied to the school chosen from the Campus toolbar. If All Schools is selected, the filter applies to all schools in the district.

## Report Logic for Student Mailing Labels

In addition to the Mailing checkbox being marked on the household address, the **guardians** of the student must have the **Mailing** checkbox and the **Guardian** checkbox marked on the **Relationships** tab.

Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Messenger	Private
Parent, Abigail	F	Guard: Mother	09/02/2008			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student, Imogen	F	Sibling				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent, Ezekial	M	Guard: Father	09/02/2008			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Relationships - Guardian, Mailing checkbox

## Household Scenarios for Student Mailing Labels

### Scenario 1: Household with Two Guardians

► [Click here to expand...](#)

In this example, the student has relationships with two guardians in one household who are both marked as Guardian and Mailing. Only one label with one guardian name and the student's name prints. In this example, the student's mother is listed on the label.

Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Messenger	Private
Student, Bristol	F	Sibling				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student, Coraline	F	Sibling				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent, Carrie	F	Guard: Mother				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Parent, Marcus	M	Guard: Father				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ALI STUDENT  
CARRIE PARENT  
1234 56TH AVE S  
ANYTOWN MN 55555

DYLAN STUDENT  
DENISE PARENT  
685 ABBOTT LANE  
ANYTOWN MN 55555

FRANNIE STUDENT  
FIONA PARENT  
312 FERN DRIVE  
ANYTOWN MN 55555

BRINDY STUDENT  
CALVIN PARENT  
654 RINCON BLVD  
ANYTOWN MN 55555

EMILY STUDENT  
ESTHER PARENT  
444 LILLY LANE  
ANYTOWN MN 55555

GRANGER STUDENT  
GEORGE PARENT  
552 ALBATROSS CROSSING  
ANYTOWN MN 55555

CASSIE STUDENT  
CAMERON PARENT  
4952 ALPHABET ROW  
ANYTOWN MN 55555

Student Labels - Two Guardians, One household

## Scenario 2: Student Lives in Two Households

[Click here to expand...](#)

In this example, the student has relationships with two guardians in two different households. Both guardians are marked as Guardian and Mailing. Two labels print, one for each household.

Relationships within the \*\*Primary Household Relationships

Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Messenger	Private
Student, Bristol	F	Sibling				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student, Coraline	F	Sibling				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent, Carrie	F	Guard: Mother				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Step Parent, Adam	M	Guard: Step-father				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Relationships within the \*\*Secondary Household Relationships

Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Messenger	Private
Parent, Marcus	M	Guard: Father				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<b>ALI STUDENT</b> CARRIE PARENT 1234 56TH AVE S ANYTOWN MN 55555	DYLAN STUDENT DENISE PARENT 685 ABBOTT LANE ANYTOWN MN 55555	FRANNIE STUDENT FIONA PARENT 312 FERN DRIVE ANYTOWN MN 55555
<b>ALI STUDENT</b> MARCUS PARENT 4321 109TH AVE NE #8 ANYTOWN MN 55555	EMILY STUDENT ESTHER PARENT 444 LILLY LANE ANYTOWN MN 55555	GRANGER STUDENT GEORGE PARENT 552 ALBATROSS CROSSING ANYTOWN MN 55555

Student Labels - Two Guardians, Two Household

## Scenario 3: No Members marked as Guardians

[Click here to expand...](#)

In this example, the student has relationships established, but neither are marked as Guardian. Because the student lives in two households, two labels generate for the student - one label for each address that is marked as mailing, but only the student's name prints on the labels.

Relationships ☆ Student, Ali  
 Census > People > Relationships DOB: 07/31/03

Save New Non-Household Relationship Documents

Relationships within the \*\*Primary Household Relationships

Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Messenger	Private
Student, Bristol	F	Sibling			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student, Coraline	F	Sibling			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent, Carrie	F	Guard: Mother			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Step Parent, Adam	M	Guard: Step-father			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Relationships within the \*\*Secondary Household Relationships

Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Messenger	Private
Parent, Marcus	M	Guard: Father			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ALI STUDENT 1234 56TH AVE S ANYTOWN MN 55555	DYLAN STUDENT DENISE PARENT 685 ABBOTT LANE ANYTOWN MN 55555	FRANNIE STUDENT FIONA PARENT 312 FERN DRIVE ANYTOWN MN 55555
ALI STUDENT 4321 109TH AVE NE #8 ANYTOWN MN 55555	EMILY STUDENT ESTHER PARENT 444 LILLY LANE ANYTOWN MN 55555	GRANGER STUDENT GEORGE PARENT 552 ALBATROSS CROSSING ANYTOWN MN 55555

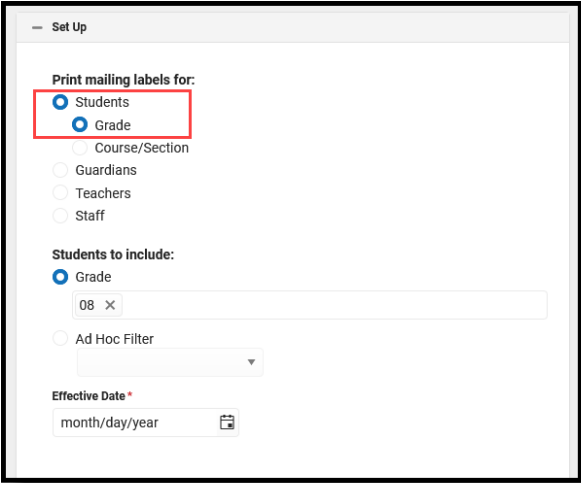
Student Labels - No Guardians, Two Households

## Students Mailing Labels Report Editor

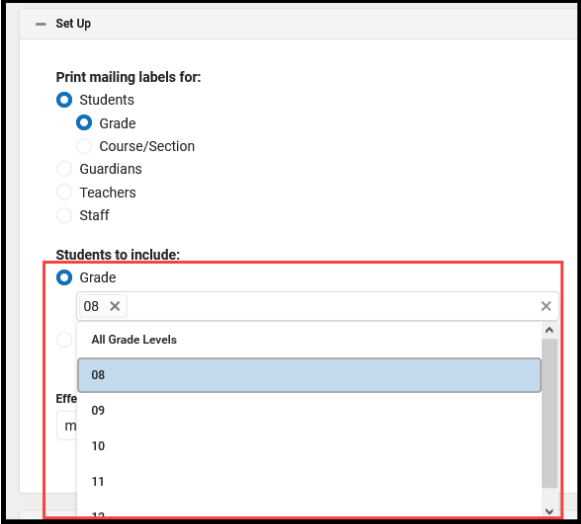
The Student Mailing Labels Report can be generated by either a Grade Level and Ad hoc filter or by a Course Section. The available report options vary based on this selection.

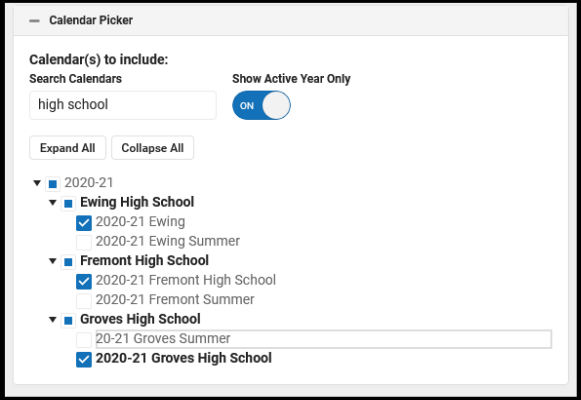
### Grade Report Type

Field	Description
Set Up	

Field	Description
<p><b>Print Mailing Labels For</b></p>	<p>This selection determines which type of mailing label generated. Select the <b>Students</b> radio button and the <b>Grade</b> radio button.</p> 



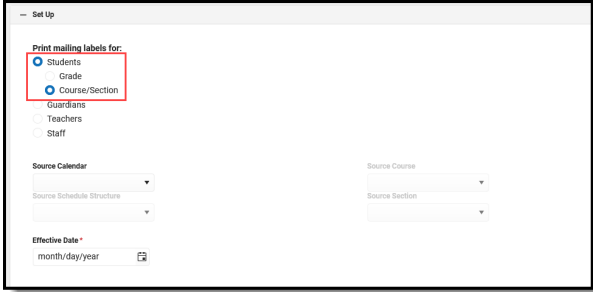
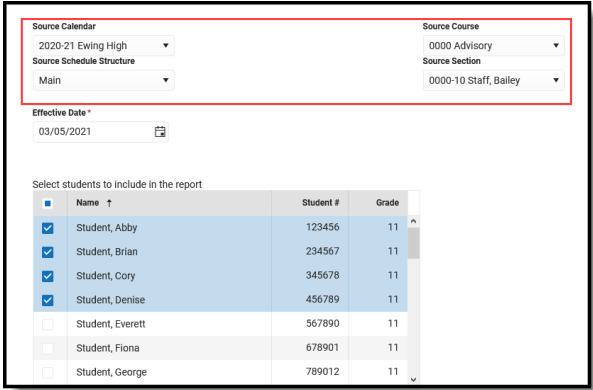
Field	Description
<p><b>Students to Include</b></p>	<p>Select students by a Grade level or an Ad hoc Filter.</p> <p><b>All Grade Levels</b> (default selection) can be selected; or, click in the <b>Grade</b> field to select specific grade levels.</p>  <ul style="list-style-type: none"> <li>• When the calendar selected in the Campus toolbar is also the only calendar is selected in the Calendar picker, the grade level selection only displays grade levels from that calendar.</li> <li>• When multiple calendars are selected in the Calendar picker, all grade levels from all selected calendars are available for selected.</li> <li>• When a selected calendar does not have students enrolled in the selected grade level(s), the report does not return data.</li> </ul> <p>Or, choose an Ad hoc Filter. Generating the report this way applies the ad hoc filter to all selected calendars when the School dropdown list in the Campus toolbar is set to All Schools. If All Schools is not selected, the Ad hoc Filter only applies to the selected school in the Campus toolbar.</p> <p><b>Student and Census Data Type filters are available for selection when generating the Student Labels.</b></p>
<p><b>Effective Date</b></p>	<p>The Effective Date is entered in <i>mmdyy</i> format and causes the report to only include enrollment records that are active on the entered date. This means students who ended enrollment BEFORE the entered date do not have a label generate for them.</p>

Field	Description
<p><b>Calendar Picker</b> At least one calendar needs to be selected in order to generate the report.</p>	
<p><b>Search Calendars</b></p>	<p>Search for a calendar by typing in the name of that calendar. Matching results are filtered as the name is entered in the field.</p> <p>Only those calendars to which the calendar has rights are available for selection.</p>
<p><b>Show Active Year Only</b></p>	<p>When set to ON, only those calendars for the active school year. When set to OFF, all calendars from all school years are available for selection.</p>
<p><b>Expand All/Collapse All</b></p>	<p>Use the <b>Expand All/Collapse All</b> to open and close the list of available calendars.</p>
<p><b>It is recommended that not all calendars be selected at one time, as this increases the report generation time and could potentially cause server response issues.</b></p>	
	
<p><b>Format Options</b></p>	

Field	Description
<b>Include</b>	<p>The following print options are available for generating Student Mailing Labels for Grades:</p> <ul style="list-style-type: none"> <li>• <b>Guardian's Name</b> - When marked, the mailing label includes one person marked as mailing who is associated with the household. The person who is returned on the label is determined by SQL results: whichever person is returned first in the query is listed on the label. In most instances, the person marked as mailing is also a guardian.</li> <li>• <b>Salutation</b> - If desired, a salutation can be included on the label. The default salutation is '<i>To the Parent/Guardian of:</i>'. This can be changed to better address the recipients of the letter. For example, if mailing students, the salutation can be changed to '<i>To the Student:</i>'</li> <li>• <b>Private Mailing Address</b> - The Include Private Mailing Address option prints a label for those addresses marked as Private, in addition to printing labels for addresses not marked as Private. The Private checkbox only marks the address as private (i.e., the household wishes the address to be kept off of external mailing lists); it does not exclude the address from label reports. See <a href="#">this article</a> for more information on the Private checkbox.</li> <li>• <b>Starting Position</b> - If a sheet of labels is missing some labels (not a full sheet of labels), select the Row and Column for where the labels do start. This alters the printing of the labels to begin in the selected Row/Column. The template of the label size is 10 rows by 3 columns. If the first label is missing from the sheet, select Row 2, Column 1. If the first column is missing from the sheet, select Row 1, Column 2.</li> </ul> <p>A label can be printed with all of these print options selected. Be aware that when the option for Include Guardian's Name is selected AND the option for Include Salutation, both the guardian's name and the student's name are included on the label.</p> <p>Labels print vertically in the selected sort order, not horizontally.</p>
<b>Sort Order</b>	<p>The Mailing Labels Report can be sorted by either the Student's Name (alphabetical by last name), the City and Name, or the Zip code. The City and Name sort option first sort by the state associated with the address. Sorting by Zip code can be used for bulk mail rates.</p>
<b>Report Format</b>	<p>The report can be generated in PDF or DOCX format.</p>

## Course Section Report Type

Field	Description
<b>Set Up</b>	

Field	Description
<p><b>Print Mailing Labels For</b></p>	<p>This selection determines which type of mailing label generated. Select the <b>Students</b> radio button and the <b>Course/Section</b> radio button.</p> 
<p><b>Source Calendar</b> <b>Source Schedule Structure</b> <b>Source Course</b> <b>Source Section</b></p>	<p>Generating student labels by a course/section requires the selection of one calendar and schedule structure, much like selecting the Calendar and Structure from the Campus toolbar.</p> <p>Only one calendar can be selected, only one course and section can be selected.</p> <p>Select the desired options from the dropdown lists.</p> 
<p><b>Effective Date</b></p>	<p>The Effective Date is entered in <i>mmddyy</i> format and causes the report to only include enrollment records that are active on the entered date. This means students who ended enrollment BEFORE the entered date do not have a label generate for them.</p> <p>This field defaults to the current date.</p>

Field	Description
<p><b>Student Selection</b></p>	<p>Once the Source fields are populated and an Effective Date are entered, a list of students who are or have been scheduled into the selected section based on the entered Effective Date displays.</p> <p>Select which students to include in the report. By default, all active students in the selected course section are marked. Remove the checkbox next to the their name if they should not be included.</p> <p>Inactive students in the selected section display in red and are not automatically selected.</p>
<p><b>Format Options</b></p>	
<p><b>Label Option</b></p>	<p>When the <b>Mailing Label</b> option is selected, labels for the selected Course and Section and the selected students print on a standard mailing label.</p> <p>When <b>Student/Teacher</b> is selected, the selected student's name and the selection Course/Section Teacher's name print.</p>

Field	Description
<p><b>Include</b></p>	<p>The following print options are available for generating Student Mailing Labels for Course/Section for the Mailing Label option:</p> <ul style="list-style-type: none"> <li>• <b>Guardian's Name</b> - When marked, the mailing label includes one person marked as mailing who is associated with the household. The person who is returned on the label is determined by SQL results: whichever person is returned first in the query is listed on the label. In most instances, the person marked as mailing is also a guardian.</li> <li>• <b>Salutation</b> - If desired, a salutation can be included on the label. The default salutation is '<i>To the Parent/Guardian of:</i>'. This can be changed to better address the recipients of the letter. For example, if mailing students, the salutation can be changed to '<i>To the Student:</i>'</li> <li>• <b>Private Mailing Address</b> - The Include Private Mailing Address option prints a label for those addresses marked as Private, in addition to printing labels for addresses not marked as Private. The Private checkbox only marks the address as private (i.e., the household wishes the address to be kept off of external mailing lists); it does not exclude the address from label reports. See <a href="#">this article</a> for more information on the Private checkbox.</li> <li>• <b>Starting Position</b> - If a sheet of labels is missing some labels (not a full sheet of labels), select the Row and Column for where the labels do start. This alters the printing of the labels to begin in the selected Row/Column. The template of the label size is 10 rows by 3 columns. If the first label is missing from the sheet, select Row 2, Column 1. If the first column is missing from the sheet, select Row 1, Column 2.</li> </ul> <p>The following print options are available for generating Student Mailing Labels for Course/Section for the Student/Teacher Label option:</p> <ul style="list-style-type: none"> <li>• <b>Starting Position</b> - If a sheet of labels is missing some labels (not a full sheet of labels), select the Row and Column for where the labels do start. This alters the printing of the labels to begin in the selected Row/Column. The template of the label size is 10 rows by 3 columns. If the first label is missing from the sheet, select Row 2, Column 1. If the first column is missing from the sheet, select Row 1, Column 2.</li> </ul> <p>A label can be printed with all of these print options selected. Be aware that when the option for Include Guardian's Name is selected AND the option for Include Salutation, both the guardian's name and the student's name are included on the label.</p> <p>Labels print vertically in the selected sort order, not horizontally.</p>
<p><b>Report Format</b></p>	<p>The report can be generated in PDF or DOCX format.</p>

## Generate Student Mailing Labels

Student labels print as follows. This example was generated using the Grade level option (all of these students are seniors), and does not include the guardian's name, but does include a salutation and private mailing addresses. The starting position was set to Row 1, Column 1.

TO PARENT/GUARDIAN OF: ASA L STUDENT 901 PLEASANT AVE ANYTOWN MN 55555	TO PARENT/GUARDIAN OF: DEENA I STUDENT 9048 WILLOW LANE ANYTOWN MN 55555	TO PARENT/GUARDIAN OF: FRANCIE A STUDENT 4086 43 <sup>RD</sup> STREET ANYTOWN MN 55555
TO PARENT/GUARDIAN OF: BRYNN P STUDENT 6071 VINCE ROAD ANYTOWN MN 55555	TO PARENT/GUARDIAN OF: EVERETT M STUDENT 454 RUBY DRIVE ANYTOWN MN 55555	TO PARENT/GUARDIAN OF: GEOFF U STUDENT 1313 ABBOTT AVE ANYTOWN MN 55555
TO PARENT/GUARDIAN OF: COLLIN J STUDENT 9068 TWISTER STREET ANYTOWN MN 55555		

*Student Label Print*

ABIGAIL STUDENT Teacher: Staff, Janice	BENJAMIN STUDENT Teacher: Staff, Janice	CALLIE STUDENT Teacher: Staff, Janice
DANIEL STUDENT Teacher: Staff, Janice	EVELYN STUDENT Teacher: Staff, Janice	FRANKLIN STUDENT Teacher: Staff, Janice

*Student Labels - Course/Section Option, Student/Teacher Label*

## Generate the Student Mailing Label Report Using the Grade Level/Ad hoc Format

1. Select the **Students** radio button, and verify the **Grade** radio button is selected.
2. Select the **Calendars** to include on the report.
3. Select the appropriate **Grade Levels** to include on the report, or select an available **Ad hoc Filter**.
4. Enter an **Effective Date** in *mmdyy* format, or use the calendar icon to select a date.
5. Select the desired **Format Options**.
6. Determine how the labels should be sorted by selecting the appropriate radio button, either **Name**, **City and Name** or **Zip**.
7. Select the desired **Report Format**.
8. Click the **Generate** button.

See the [Save Options and Apply Options](#) for information on saving these selections as a template.

## Generate the Student Mailing Label Report Using the Course/Section Option with the Mailing Label Format

1. Select the **Students** radio button, and verify the **Course/Section** radio button is selected.
2. Select the appropriate **Source Calendar**, **Source Schedule Structure**, **Source Course**, and **Source Section** from the dropdown list.

3. Enter an **Effective Date** for the report.
4. Select the students to include on the labels. All actively enrolled students are selected automatically. If inactive students are in the section, their names appear in red and are not selected. If a label should generate for inactive students, mark the checkbox next to their name.
5. Select the **Mailing Label Option**.
6. Select the other desired **Format Options**.
7. Select the desired **Report Format**.
8. Click the **Generate** button.

To remove the selected Source Calendar, Schedule Structure, Course and Section values, click the **Reset** button. These fields return to having no values selected and other option can be chosen, if desired. The Reset option removes the values in each of the Source fields.

See the [Save Options and Apply Options](#) for information on saving these selections as a template.

## Generate the Student Mailing Label Report Using the Course/Section Option with the Student/Teacher Format

1. Select the **Students** radio button, and verify the **Course/Section** radio button is selected.
2. Select the appropriate **Source Calendar**, **Source Schedule/Structure**, **Source Course**, and **Source Section** from the dropdown list.
3. Enter an **Effective Date** for the report.
4. Select the students to include on the labels. All actively enrolled students are selected automatically. If inactive students are in the section, their names appear in red and are not selected. If a label should generate for inactive students, mark the checkbox next to their name.
5. Select the **Student/Teacher Label Option**.
6. Select the other desired **Format Options**.
7. Select the desired **Report Format**.
8. Click the **Generate** button.

To remove the selected Source Calendar, Schedule Structure, Course and Section values, click the **Reset** button. These fields return to having no values selected and other option can be chosen, if desired. The Reset option removes the values in each of the Source fields.

See the [Save Options and Apply Options](#) for information on saving these selections as a template.

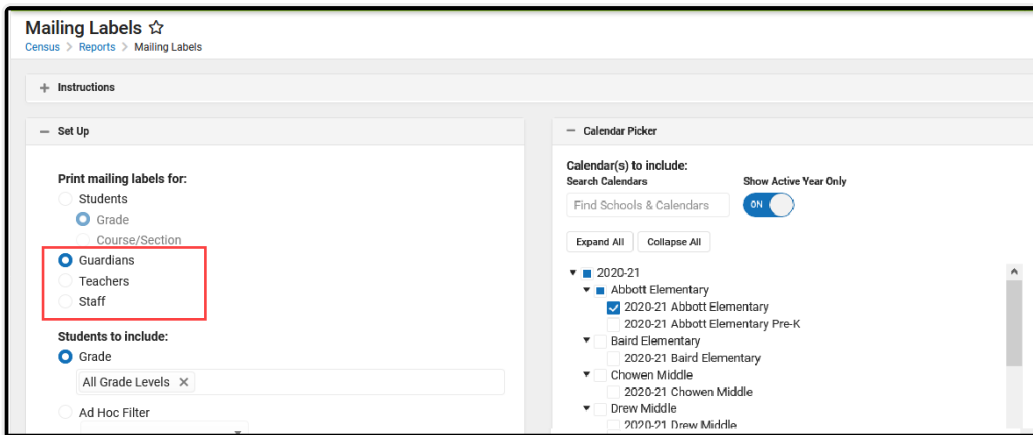
## Guardian Mailing Labels

[Guardian Mailing Labels Report Logic for Guardian Mailing Labels](#) | [Household Scenarios for Guardian Mailing Labels](#) | [Guardian Mailing Labels Report Editor](#) | [Generate the Guardian Mailing Label Report](#)

Guardian mailing labels print for each person marked as guardian in the household. The only difference between the Guardian label and the Student label is the ability to print the salutation line with or without the guardian name. The guardian label only prints the name(s) of the guardian.

One label per household prints. If siblings attend the same school, only one label prints for those siblings.





Guardian Mailing Labels

## Report Logic for Guardian Mailing Labels

Guardian labels require the household address to be marked as Mailing.

Anyone who is marked as a **Guardian** and as **Mailing** on the **Relationships** tab prints on the label. If the household has three guardians living in it, those three guardians print. Each guardian prints on separate lines. If a student has two guardians in the primary household and another guardian in a secondary household, the two guardians in the primary household print on one label and the guardian in the secondary household prints on a second label.

The student must be actively enrolled in the selected calendar in order to have a guardian label generate.

If a student does not have any relationship records with another person marked as guardian, the student's name prints on the label. It is assumed that the student is his own guardian. That means each student, with or without guardians, can receive the mailing.

## Household Scenarios for Guardian Mailing Labels

### Scenario 1: Two Guardians Living in Different Households

▶ [Click here to expand...](#)

In this scenario, the student's guardians reside in separate households, where the student is a member of each household. Two labels print for the student, one for each household. This is the same scenario as the Student Mailing labels for the student living in two households, the only difference being the student's name does not print on the label.

Relationships ☆ Student, Ali DOB: 07/31/03

Medical Condition(s) SpEd Group 1234 S

Save New Non-Household Relationship Documents

Relationships within the \*\*Primary Household Relationships

Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Messenger	Private
Student, Bristol	F	Sibling				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student, Coraline	F	Sibling				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent, Carrie	F	Guard: Mother				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Step Parent, Adam	M	Guard: Step-father				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Relationships within the \*\*Secondary Household Relationships

Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Messenger	Private
Parent, Marcus	M	Guard: Father				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

CARRIE PARENT 1234 56TH AVE S ANYTOWN MN 55555	DAVID PARENT DENISE PARENT 685 ABBOTT LANE ANYTOWN MN 55555	LILLY PARENT FIONA PARENT 312 FERN DRIVE ANYTOWN MN 55555
MARCUS PARENT 4321 109TH AVE NE #8 ANYTOWN MN 55555	ERIC PARENT ESTHER PARENT 444 LILLY LANE ANYTOWN MN 55555	HARRIET PARENT GEORGE PARENT 552 ALBATROSS CROSSING ANYTOWN MN 55555

Guardian Labels - One label for each household with a guardian

## Scenario 2: Two Guardians in One Household

▶ [Click here to expand...](#)

In this situation, one label prints for the household with the two guardians in the primary household printing on one label. The guardian in the secondary household is no longer marked as a guardian, so instead of the guardian's name printing, the student's name prints.

Relationships ☆ Student, Ali DOB: 07/31/03

Medical Condition(s) SpEd Group 1234 S

Save New Non-Household Relationship Documents

Relationships within the \*\*Primary Household Relationships

Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Messenger	Private
Student, Bristol	F	Sibling				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student, Coraline	F	Sibling				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent, Carrie	F	Guard: Mother				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Step Parent, Adam	M	Guard: Step-father				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Relationships within the \*\*Secondary Household Relationships

Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Messenger	Private
Parent, Marcus	M	Guard: Father				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

CARRIE PARENT ADAM STEP PARENT 1234 56TH AVE S ANYTOWN MN 55555	DAVID PARENT DENISE PARENT 685 ABBOTT LANE ANYTOWN MN 55555	LILLY PARENT FIONA PARENT 312 FERN DRIVE ANYTOWN MN 55555
ALI STUDENT 4321 109TH AVE NE #8 ANYTOWN MN 55555	ERIC PARENT ESTHER PARENT 444 LILLY LANE ANYTOWN MN 55555	HARRIET PARENT GEORGE PARENT 552 ALBATROSS CROSSING ANYTOWN MN 55555

Guardian Labels - Two Guardians in one household, no guardians in second household

## Scenario 3: Multiple Guardians in One Household

▶ [Click here to expand...](#)

In this situation, all of the student's guardians live in one household. This household has the mother, the step-father and a grandparent marked as guardians. All of their names print on one label, each on a separate line of the label.

Relationships ☆
Student, Ali  
DOB: 07/31/03

Census > People > Relationships
Medical Condition(s) SpEd Group 1234 S

Save New Non-Household Relationship Documents

Relationships within the **\*\*Primary Household Relationships**

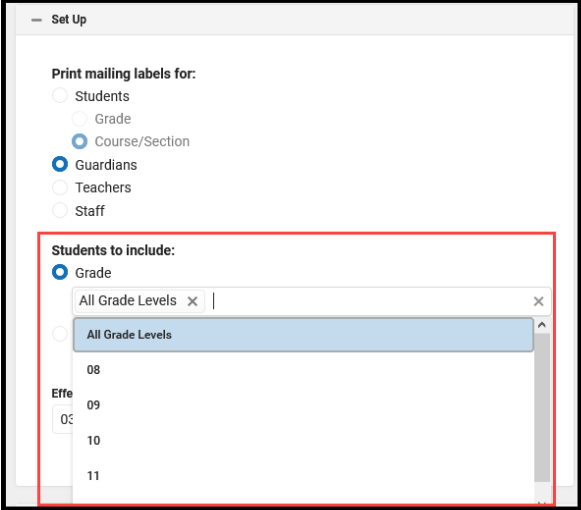
Name	Gender	Relationship	Start Date	End Date	Emergency	Priority	Guardian	Mailing	Portal	Messenger	Private
Student, Bristol K	F	Sibling					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student, Coraline F	F	Sibling					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent, Carrie F	F	Guard: Mother					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Grandparent, Lorraine F	F	Guard: Grandmother					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Step Parent, Adam M	M	Guard: Step-father					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CARRIE PARENT ADAM STEP PARENT LORRAINE GRANDPARENT 1234 56TH AVE S ANYTOWN MN 55555	DAVID PARENT DENISE PARENT 685 ABBOTT LANE ANYTOWN MN 55555	LILLY PARENT FIONA PARENT 312 FERN DRIVE ANYTOWN MN 55555
CAMERON PARENT 4952 ALPHABET ROW ANYTOWN MN 55555	ERIC PARENT ESTHER PARENT 444 LILLY LANE ANYTOWN MN 55555	HARRIET PARENT GEORGE PARENT 552 ALBATROSS CROSSING ANYTOWN MN 55555

*Guardian Labels - Three Guardians, One Household*

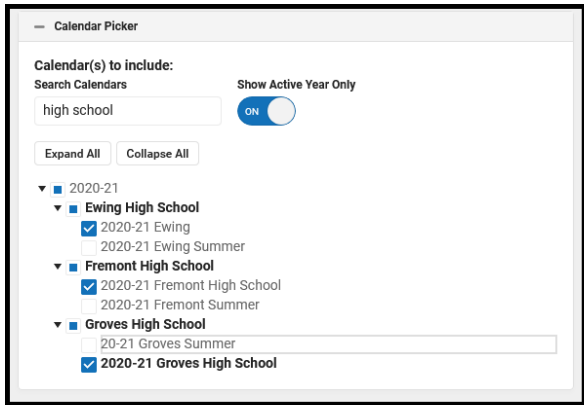
## Guardian Mailing Labels Report Editor

Field	Description
<b>Set Up</b>	
<p><b>Print Mailing Labels For</b></p>	<p>This selection determines which type of mailing label generated. Select the <b>Guardians</b> radio button.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>— Set Up</p> <p><b>Print mailing labels for:</b></p> <p><input type="radio"/> Students</p> <p><input type="radio"/> Grade</p> <p><input type="radio"/> Course/Section</p> <p><input checked="" type="radio"/> <b>Guardians</b></p> <p><input type="radio"/> Teachers</p> <p><input type="radio"/> Staff</p> <p><b>Students to include:</b></p> <p><input checked="" type="radio"/> Grade</p> <p style="margin-left: 20px;">All Grade Levels x</p> <p><input type="radio"/> Ad Hoc Filter</p> <p style="margin-left: 20px;">▼</p> <p><b>Effective Date *</b></p> <p style="margin-left: 20px;">03/05/2021</p> </div>

Field	Description
<p><b>Students to Include</b></p>	<p>For this option, choose <b>Grade</b>.</p> <p>All Grade Levels (default selection) can be selected; or, click in the <b>Grade</b> field to select specific grade levels.</p>  <ul style="list-style-type: none"> <li>• When the calendar selected in the Campus toolbar is also the only calendar is selected in the Calendar picker, the grade level selection only displays grade levels from that calendar.</li> <li>• When multiple calendars are selected in the Calendar picker, all grade levels from all selected calendars are available for selected.</li> <li>• When a selected calendar does not have students enrolled in the selected grade level(s), the report does not return data.</li> </ul> <p>Or, select an Ad hoc Filter. Generating the report this way applies the ad hoc filter to all selected calendars when the School dropdown list in the Campus toolbar is set to All Schools. If All Schools is not selected, the Ad hoc Filter only applies to the selected school in the Campus toolbar.</p> <p><b>Student and Census Data Type filters are available for selection when generating the Guardian Labels.</b></p>
<p><b>Effective Date</b></p>	<p>The Effective Date is entered in <i>mmddyy</i> format and causes the report to only include enrollment records that are active on the entered date. This means students who ended enrollment BEFORE the entered date do not have a label generate for them.</p> <p>This field defaults to the current date.</p>
<p><b>Calendar Picker</b> At least one calendar needs to be selected in order to generate the report.</p>	
<p><b>Search Calendars</b></p>	<p>Search for a calendar by typing in the name of that calendar. Matching results are filtered as the name is entered in the field.</p> <p>Only those calendars to which the calendar has rights are available for selection.</p>

Field	Description
<b>Show Active Year Only</b>	When set to ON, only those calendars for the active school year. When set to OFF, all calendars from all school years are available for selection.
<b>Expand All/Collapse All</b>	Use the <b>Expand All/Collapse All</b> to open and close the list of available calendars.

**It is recommended that not all calendars be selected at one time, as this increases the report generation time and could potentially cause server response issues.**



### Format Options

<b>Include</b>	<p>The following print options are available for Guardian Mailing Labels:</p> <ul style="list-style-type: none"> <li>• <b>Private Mailing Address</b> - The Include Private Mailing Address option, when selected, prints a label for those addresses that are marked as Private, in addition to printing labels for addresses not marked as Private. The Private label only marks the address as private (i.e., the household wishes the address to be kept off of external mailing lists); it does not exclude the address from label reports. See <a href="#">this article</a> for more information on the Private checkbox.</li> <li>• <b>Starting Position</b> - If a label sheet is missing some labels (not a full sheet of labels), select the Row and Column for where the labels do start. This alters the printing of the labels to begin in the selected Row/Column. The template of the label size is 10 rows by 3 columns. If the first label is missing from the sheet, select Row 2, Column 1. If the first column is missing from the sheet, select Row 1, Column 2.</li> </ul> <p>Labels print vertically in the selected sort order, not horizontally.</p>
<b>Sort Order</b>	<p>The Mailing Labels Report can be sorted by either the Student's Name (alphabetical by last name), the City and Name, or the Zip code. The City and Name sort option first sort by the state associated with the address. Sorting by Zip code can be used for bulk mail rates.</p>
<b>Report Format</b>	<p>The report can be generated in PDF or DOCX format.</p>

## Generate the Guardian Mailing Label Report

1. Select the **Guardians** radio button.
2. Select the **Calendars** to include on the report.

3. Select the appropriate **Grade Levels** to include on the report, or select an available **Ad hoc Filter**.
4. Enter an **Enrollment Effective Date** in *mmddyy* format, or use the calendar icon to select a date. This defaults to the current date.
5. Select the desired **Format Options**.
6. Click the **Generate** button. The report appears in a new window with the selected options.

See the [Save Options and Apply Options](#) for information on saving these selections as a template.

In the example below, notice that both guardians print for a household (David/Denise Guardian, Emery/Garrett Guardian), and a student's grandparent is marked as the guardian (Frederick Grandparent). Also notice that Collin Student is considered his own guardian (perhaps he's an emancipated student).

ANNA GUARDIAN 901 PLEASANT AVE ANYTOWN MN 55555	DAVID GUARDIAN DENISE GUARDIAN 9048 WILLOW LANE ANYTOWN MN 55555	FREDERICK GRANDPARENT 4086 43 <sup>RD</sup> STREET ANYTOWN MN 55555
BERNIE GUARDIAN 6071 VINCE ROAD ANYTOWN MN 55555	EMERY GUARDIAN GARRETT GUARDIAN 454 RUBY DRIVE ANYTOWN MN 55555	HENRY GUARDIAN ISABEL GUIARDIAN 1313 ABBOTT AVE ANYTOWN MN 55555
COLLIN J STUDENT 9068 TWISTER STREET ANYTOWN MN 55555		

*Guardian Mailing Labels Print*

## Teacher Mailing Labels

[Teacher Mailing Labels Report Logic](#) | [Teacher Mailing Labels Report Editor](#) | [Generate Teachers Mailing Labels](#)

Teacher mailing labels print for all Teachers who have an active District Assignment record in the selected calendar with the Teacher checkbox marked on the active record. Teachers must have a household and at least one address for that household must be marked as Mailing.

**Mailing Labels** ☆

Census > Reports > Mailing Labels

**Instructions**

**Set Up**

Print mailing labels for:

- Students
- Grade
- Course/Section
- Guardians
- Teachers
- Staff
- District Staff

Teachers to include:

- All Teachers
- Ad Hoc Filter

Effective Date \*

**Calendar Picker**

Calendar(s) to include:

Search Calendars Show Active Year Only

Find Schools & Calendars

- ▼ 2020-21
  - ▼ Abbott Elementary
    - 2020-21 Abbott Elementary
    - 2020-21 Abbott Elementary Pre-K
  - ▼ Baird Elementary
    - 2020-21 Baird Elementary
  - ▼ Chowen Middle
    - 2020-21 Chowen Middle
  - ▼ Drew Middle
    - 2020-21 Drew Middle

*Teacher Mailing Labels*

# Teacher Mailing Labels Report Logic

The teacher's household address must be marked as mailing.

The teacher's District Assignment must be marked as Teacher.

**District Assignments** ☆  
 Census > Staff > District Assignments

Save Delete New Documents

**Assignments**

- Abbott Elementary
  - Special Education Teacher - (08/27/2009-06/10/2010)
- Chowen Middle
  - Special Education Teacher - (08/05/2010-10/22/2013)
  - (-06/08/2006)
- Drew Middle
  - (08/28/2006-06/03/2009)
- Ewing High (EdFi Testing)
  - PLC SPED - (10/22/2013-)

**Employment Assignment Information**

School: Ewing High (EdFi Testing) Department: Special Education

\*Start Date: 10/22/2013 End Date: Title: PLC SPED

Type: FTE of Assignment: Assignment Code:

**Teacher**
 **Special Ed**
 **Program**
 **Behavior Admin**
 **Health**
 **Behavior Response Approver**
 **Response to Intervention**

**Advisor**
 **Supervisor**
 **Counselor**
 **Foodservice**
 **Exclude Behavior Referral**
 **Self Service Approver**
 **FRAM Processor**

Activity

*Teacher District Assignment Selection*

If your district uses Campus HR, the Teacher Role must be selected on the Work Assignment, and the HR Mailing checkbox must be marked under Contact Info.

Ashley Teacher Search Person: [ ]

Personnel # 3767 State Number: Recent Hire Date: 09/22/2017 Primary Title: Long Term Sub Teacher Primary Location: 083 - High School Status: 08 - Active - 115 Sub (DR - Herp)

Personnel Master: NEW Assignment

Work Assignment: Ewing High School (Primary Location) PLC Long Term Sub Teacher (Title) High School (Primary Location) 09/22/2017 (Start Date) [ ] (End Date)

Roles (CTRL click to select multiple):
 

- Program
- Response to Intervention
- Self Service Approver
- Special Ed
- Substituted
- Teacher**
- Work Assignment

*Campus HR Work Assignment Teacher Role*

Ashley Teacher Search Person: [ ]

Personnel # 3767 State Number: Recent Hire Date: 09/22/2017 Primary Title: Long Term Sub Teacher Primary Location: 083 - High School Status: 08 - Active - 115 Sub (DR - Herp)

Personnel Master: NEW Assignment

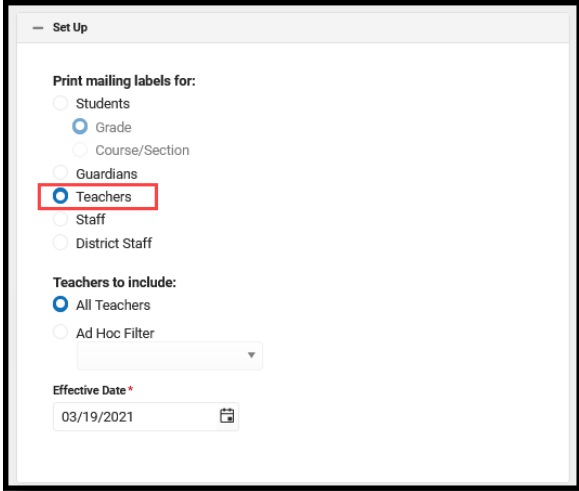
Work Assignment: Ewing High School (Primary Location) PLC Long Term Sub Teacher (Title) High School (Primary Location) 09/22/2017 (Start Date) [ ] (End Date)

Roles (CTRL click to select multiple):
 

- Program
- Response to Intervention
- Self Service Approver
- Special Ed
- Substituted
- Teacher**
- Work Assignment

*Campus HR Work Assignment Teacher Role*

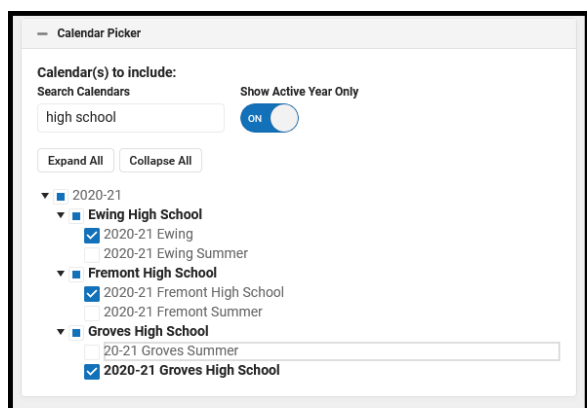
# Teacher Mailing Labels Report Editor

Field	Description
<b>Set Up</b>	
<b>Print Mailing Labels For</b>	<p>This selection determines which type of mailing label generated. Select the <b>Teachers</b> radio button.</p> 
<b>Teachers to Include</b>	<p><b>All Teachers</b> prints a label for every teacher in the selected calendar, as long as the teacher's district assignment/work assignment, contact information and household address are entered properly (see logic mentioned above).</p> <p>Or, select an <b>Ad hoc Filter</b>. Generating the report this way applies the ad hoc filter to all selected calendars when the School dropdown list in the Campus toolbar is set to All Schools. If All Schools is not selected, the Ad hoc Filter only applies to the selected school in the Campus toolbar.</p> <p><b>Only Census/Staff Type filters are available for selection when generating the Teacher Labels.</b></p>
<b>Effective Date</b>	<p>The Effective Date is entered in <i>mmdyy</i> format and causes the report to only include teachers who have an active district assignment on that date. This means if a teacher's District Assignment record was ended BEFORE the entered date, a label does not generate.</p> <p>This field defaults to the current date.</p>
<b>Calendar Picker</b>	
At least one calendar needs to be selected in order to generate the report.	
<b>Search Calendars</b>	<p>Search for a calendar by typing in the name of that calendar. Matching results are filtered as the name is entered in the field.</p> <p>Only those calendars to which the calendar has rights are available for selection.</p>



Field	Description
<b>Show Active Year Only</b>	When set to ON, only those calendars for the active school year. When set to OFF, all calendars from all school years are available for selection.
<b>Expand All/Collapse All</b>	Use the <b>Expand All/Collapse All</b> to open and close the list of available calendars.

**It is recommended that not all calendars be selected at one time, as this increases the report generation time and could potentially cause server response issues.**



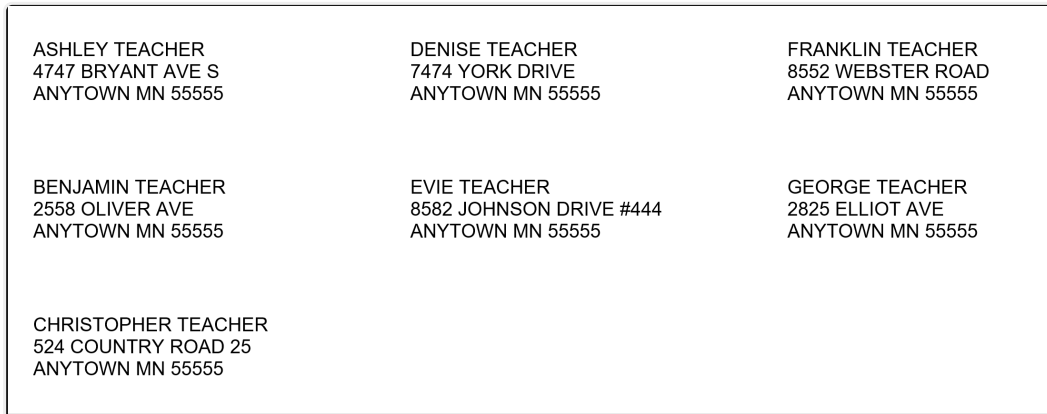
## Format Options

<b>Include</b>	<p>The following print options are available for Teachers Mailing Labels:</p> <ul style="list-style-type: none"> <li>• <b>Private Mailing Address</b> - The Include Private Mailing Address option, when selected, prints a label for those addresses that are marked as Private, in addition to printing labels for addresses not marked as Private. The Private label only marks the address as private (i.e., the household wishes the address to be kept off of external mailing lists); it does not exclude the address from label reports. See <a href="#">this article</a> for more information on the Private checkbox.</li> <li>• <b>Starting Position</b> - If a label sheet is missing some labels (not a full sheet of labels), select the Row and Column for where the labels do start. This alters the printing of the labels to begin in the selected Row/Column. The template of the label size is 10 rows by 3 columns. If the first label is missing from the sheet, select Row 2, Column 1. If the first column is missing from the sheet, select Row 1, Column 2.</li> </ul> <p>Labels print vertically in the selected sort order, not horizontally.</p>
<b>Sort Order</b>	<p>The Mailing Labels Report can be sorted by either the teacher's name, the City and Name or the Zip code. The City and Name sort option first sort by the state associated with the address. Sorting by Zip code can be used for bulk mail rates.</p>
<b>Report Format</b>	<p>The report can be generated in PDF or DOCX format.</p>

## Generate Teachers Mailing Labels

1. Select the **Teachers** radio button.
2. Select the **Calendars** to include on the report.
3. Select either **All Teachers** to include on the report, or select an available **Ad hoc Filter**.
4. Enter an **Effective Date** in *mmdyy* format, or use the calendar icon to select a date. This date is automatically populated with the current date.
5. Select the desired **Format Options**.
6. Determine how the labels should be sorted by selecting the appropriate radio button, either **Name**, **City and Name** or **Zip**.
7. Select the desired **Report Format**.
8. Click the **Generate** button. The report appears in a new window with the selected options.

See the [Save Options and Apply Options](#) for information on saving these selections as a template.

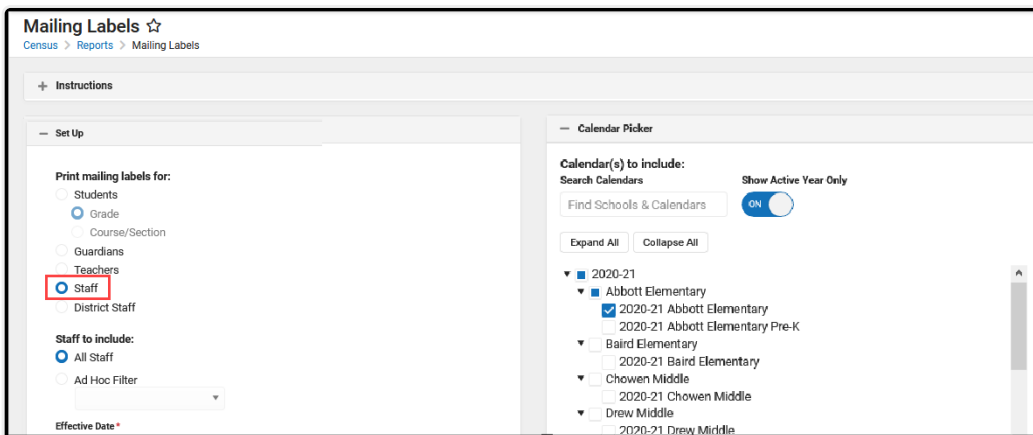


Teacher Mailing Labels Print

## Staff Mailing Labels

[Staff Mailing Labels Report Logic](#) | [Staff Mailing Labels Report Editor Details](#) | [Generate Staff Mailing Labels](#)

Staff mailing labels print for those staff who have an active District Assignment record in the selected calendar, or an active Work Assignment in the selected calendar.



Staff Mailing Labels

## Staff Mailing Labels Report Logic

The staff person must be a member of a household that has an address marked as mailing.

Labels print for staff who have an active District Assignment record or Work Assignment record (for Campus HR) in the selected calendar. Logic does not look at any specific district assignment checkbox or any specific role assignment.

**District Assignments**

Assignments

- Abbott Elementary
- Special Education Teacher - (08/27/2009-08/10/2010)
- Clowen Middle
- Special Education Teacher - (08/05/2010-10/22/2013)
- (-06/05/2006)
- Drew Middle
- (08/29/2006-06/03/2009)
- Ewing High (EdFi Testing)
- PLC SPED - 10/22/2013

Employment Assignment Information

School: Ewing High (EdFi Testing) | Department: Special Education

\*Start Date: 10/22/2013 | End Date: 10/22/2013

Type: PLC or assignment

Title: PLC SPED | Assignment Code: [ ]

Teacher  | Special Ed  | Program Admin  | Health  | Behavior Response Approver  | Response to Intervention

Advisor  | Supervisor  | Counselor  | Foodservice  | Exclude Behavior Referral  | Self Service Approver  | FRAM Processor

Activity

Active Employment Record

**Personal Master - Work Assignment**

Work Assignment Editor

Active	Position Description	Primary Location	Start Date	End Date
<input checked="" type="checkbox"/>	PLC Long Term Sub Teacher	High School		08/22/2017

Work Assignment Details

Position Code / Description: S4012: Long Term Sub Teacher

\*Start Date: [ ] | End Date: [ ] | Primary:

Assignment Code: [ ]

Primary Location: [ ] | Primary Sub-Location: [ ]

Add Work Locations: \*At least one is required

- High School
- Department: [ ]
- Percent: 100%

Active Work Assignment

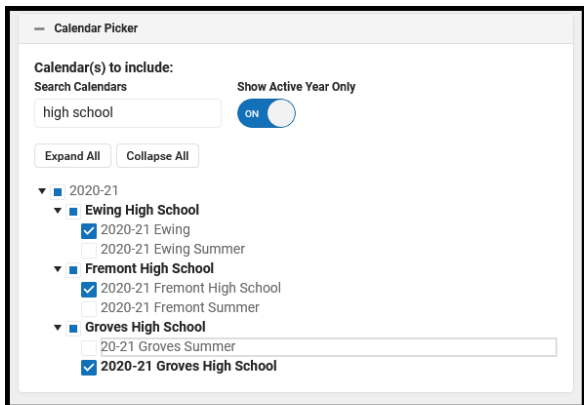
## Staff Mailing Labels Report Editor Details

Field	Description
Set Up	

Field	Description
<p><b>Print Mailing Labels For</b></p>	<p>This selection determines which type of mailing label generated. Select the <b>Teachers</b> radio button.</p> 
<p><b>Staff to Include</b></p>	<p><b>All Staff</b> prints a label for every staff person in the selected calendar, as long as the district assignment/work assignment, contact information and household address are entered properly (see logic mentioned above).</p> <p>Or, select an <b>Ad hoc Filter</b>. Generating the report this way applies the ad hoc filter to all selected calendars when the School dropdown list in the Campus toolbar is set to All Schools. If All Schools is not selected, the Ad hoc Filter only applies to the selected school in the Campus toolbar.</p> <p><b>Only Census/Staff Type filters are available for selection when generating the Staff Labels.</b></p>

Field	Description
<b>Effective Date</b>	The Effective Date is entered in <i>mmddyy</i> format and causes the report to pull staff who have an active district assignment record on the entered date.  This field defaults to the current date.
<b>Calendar Picker</b> At least one calendar needs to be selected in order to generate the report.	
<b>Search Calendars</b>	Search for a calendar by typing in the name of that calendar. Matching results are filtered as the name is entered in the field.  Only those calendars to which the calendar has rights are available for selection.
<b>Show Active Year Only</b>	When set to ON, only those calendars for the active school year. When set to OFF, all calendars from all school years are available for selection.
<b>Expand All/Collapse All</b>	Use the <b>Expand All/Collapse All</b> to open and close the list of available calendars.

**It is recommended that not all calendars be selected at one time, as this increases the report generation time and could potentially cause server response issues.**



### Format Options

Field	Description
<b>Include</b>	<p>The following print options are available for Staff Mailing Labels:</p> <ul style="list-style-type: none"> <li>• <b>Private Mailing Address</b> - The Include Private Mailing Address option, when selected, prints a label for those addresses that are marked as Private, in addition to printing labels for addresses not marked as Private. The Private label only marks the address as private (i.e., the household wishes the address to be kept off of external mailing lists); it does not exclude the address from label reports. See <a href="#">this article</a> for more information on the Private checkbox.</li> <li>• <b>Starting Position</b> - If a label sheet is missing some labels (not a full sheet of labels), select the Row and Column for where the labels do start. This alters the printing of the labels to begin in the selected Row/Column. The template of the label size is 10 rows by 3 columns. If the first label is missing from the sheet, select Row 2, Column 1. If the first column is missing from the sheet, select Row 1, Column 2.</li> </ul> <p>Labels print vertically in the selected sort order, not horizontally.</p>
<b>Sort Order</b>	<p>The Mailing Labels Report can be sorted by either the staff person's name, the City and Name or the Zip code. The City and Name sort option first sort by the state associated with the address. Sorting by Zip code can be used for bulk mail rates.</p>
<b>Report Format</b>	<p>The report can be generated in PDF or DOCX format.</p>

## Generate Staff Mailing Labels

1. Select the **Staff** radio button.
2. Select the **Calendars** to include on the report.
3. Select either **All Staff** to include on the report, or select an available **Ad hoc Filter**.
4. Enter an **Effective Date** in *mmdyy* format, or use the calendar icon to select a date. This date is automatically populated with the current date.
5. Select the desired **Print Options**.
6. Determine how the labels should be sorted by selecting the appropriate radio button, either **Name**, **City and Name** or **Zip**.
7. Select the desired **Report Format**.
8. Click the **Generate** button. The report appears in a new window with the selected options.

See the [Save Options and Apply Options](#) for information on saving these selections as a template.

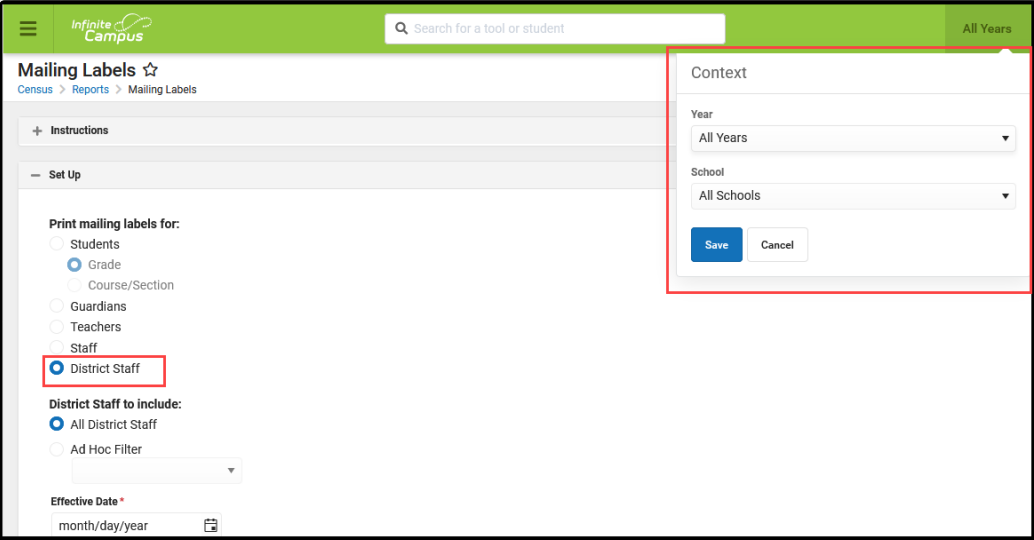
ADAM STAFF 1234 56TH AVE S ANYTOWN MN 55555	DRUSILLA TEACHER 685 ABBOTT LANE ANYTOWN MN 55555	FRANKLIN TEACHER 312 FERN DRIVE ANYTOWN MN 55555
BRIAN STAFF 654 RINCON BLVD ANYTOWN MN 55555	ELLEN COACH 444 LILLY LANE ANYTOWN MN 55555	GINGER OFFICE 552 ALBATROSS CROSSING ANYTOWN MN 55555
CHRISTOPHER TEACHER 4952 ALPHABET ROW ANYTOWN MN 55555		

Staff Mailing Labels Print

# District Staff Mailing Labels

[District Staff Report Logic](#) | [District Staff Mailing Labels Report Editor Details](#) | [Generate District Staff Mailing Labels](#)

The District Staff labels option is available when the School and Calendar in the Campus toolbar is set to All Schools and looks for those individuals who only have a District Employment record (no District Assignment record). This option is for district office staff, like a Central Registrar or the Superintendent.

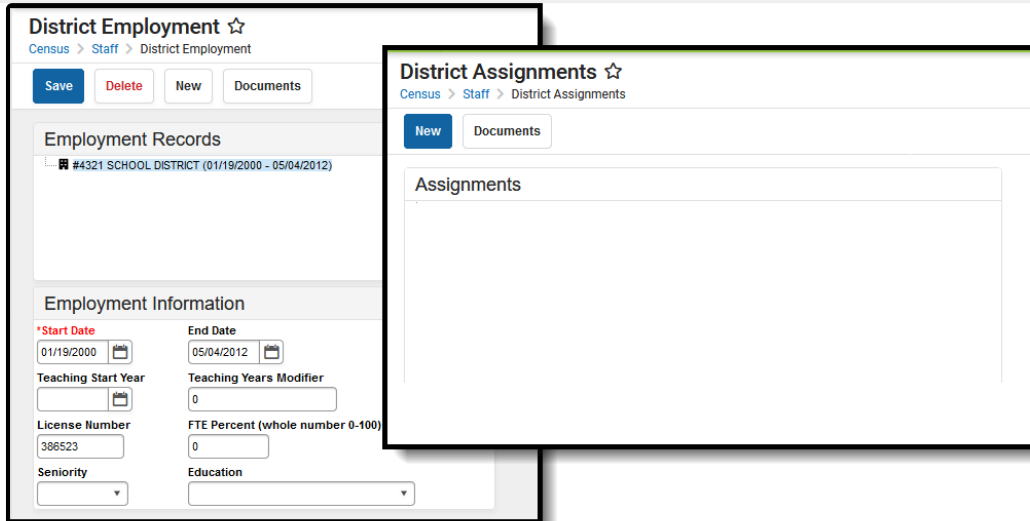


District Staff Mailing Labels

# District Staff Report Logic

District Staff must be in a household that has the Mailing checkbox marked on the Address. The district staff person must have an active District Employment record and no District Assignment record.

The person generating the labels must have calendar rights to All Years/All Schools/All Calendars.



*District Employment Record, No District Assignment*

## District Staff Mailing Labels Report Editor Details

Field	Description
<b>Set Up</b>	
<b>Print Mailing Labels For</b>	<p>This selection determines which type of mailing label generated. Select the <b>District Staff</b> radio button.</p> <div style="border: 2px solid black; padding: 10px; margin: 10px 0;"> <p><b>Set Up</b></p> <p><b>Print mailing labels for:</b></p> <p> <input type="radio"/> Students  <input checked="" type="radio"/> Grade  <input type="radio"/> Course/Section  <input type="radio"/> Guardians  <input type="radio"/> Teachers  <input type="radio"/> Staff  <input checked="" type="radio"/> District Staff                 </p> <p><b>District Staff to include:</b></p> <p> <input checked="" type="radio"/> All District Staff  <input type="radio"/> Ad Hoc Filter  <input type="text"/> </p> <p><b>Effective Date*</b></p> <p>03/19/2021 <input type="text"/></p> </div>



Field	Description
<b>District Staff to Include</b>	<p><b>All District Staff</b> prints a label for every district staff person in the selected calendar, as long as the district employment, contact information and household address are entered properly (see logic mentioned above).</p> <p>Or, select an <b>Ad hoc Filter</b>. Generating the report this way applies the ad hoc filter to all selected calendars when the School dropdown list in the Campus toolbar is set to All Schools. If All Schools is not selected, the Ad hoc Filter only applies to the selected school in the Campus toolbar.</p> <p><b>Only Census/Staff Type filters are available for selection when generating the District Staff Labels.</b></p>
<b>Effective Date</b>	<p>The Effective Date is entered in <i>mmdyy</i> format and causes the report to pull employment records that are active on the entered date.</p> <p>This field defaults to the current date.</p>
<b>Format Options</b>	
<b>Include</b>	<p>The following print options are available for District Staff Mailing Labels:</p> <ul style="list-style-type: none"> <li>• <b>Include Private Mailing Address</b> - The Include Private Mailing Address option, when selected, prints a label for those addresses that are marked as Private, in addition to printing labels for addresses not marked as Private. The Private label only marks the address as private (i.e., the household wishes the address to be kept off of external mailing lists); it does not exclude the address from label reports. See <a href="#">this article</a> for more information on the Private checkbox.</li> <li>• <b>Starting Position</b> - If a label sheet is missing some labels (not a full sheet of labels), select the Row and Column for where the labels do start. This alters the printing of the labels to begin in the selected Row/Column. The template of the label size is 10 rows by 3 columns. If the first label is missing from the sheet, select Row 2, Column 1. If the first column is missing from the sheet, select Row 1, Column 2.</li> </ul> <p>Labels print vertically in the selected sort order, not horizontally.</p>
<b>Sort Order</b>	<p>The Mailing Labels Report can be sorted by either the district staff person's name, the City and Name or the Zip code. The City and Name sort option first sort by the state associated with the address. Sorting by Zip code can be used for bulk mail rates.</p>
<b>Report Format</b>	<p>The report can be generated in PDF or DOCX format.</p>

## Generate District Staff Mailing Labels

1. Set the Campus Toolbar to be **All Years** and **All Schools**.
2. Select the **District Staff** radio button.
3. Select either **All District Staff** to include on the report, or select an available **Ad hoc Filter**.
4. Enter an **Effective Date** in *mmdyy* format, or use the calendar icon to select a date. This date is automatically populated with the current date.
5. Select the desired **Print Options**.

6. Determine how the labels should be sorted by selecting the appropriate radio button, either **Name**, **City and Name** or **Zip**.
7. Select the desired **Report Format**.
8. Click the **Generate** button. The report appears in a new window with the selected options.

See the [Save Options and Apply Options](#) for information on saving these selections as a template.

ANTHONY SUPERINTENDENT 1234 56TH AVE S ANYTOWN MN 55555	DYLAN REGISTRAR 685 ABBOTT LANE ANYTOWN MN 55555	FIONA CENTRAL OFFICE 312 FERN DRIVE ANYTOWN MN 55555
BELINDA DISTRICT STAFF 654 RINCON BLVD ANYTOWN MN 55555	ESTHER DISTRICT STAFF 444 LILLY LANE ANYTOWN MN 55555	GEORGE CENTRAL OFFICE 552 ALBATROSS CROSSING ANYTOWN MN 55555
CAMMERON REGISTRAR 4952 ALPHABET ROW ANYTOWN MN 55555		

*District Staff Mailing Labels Print*

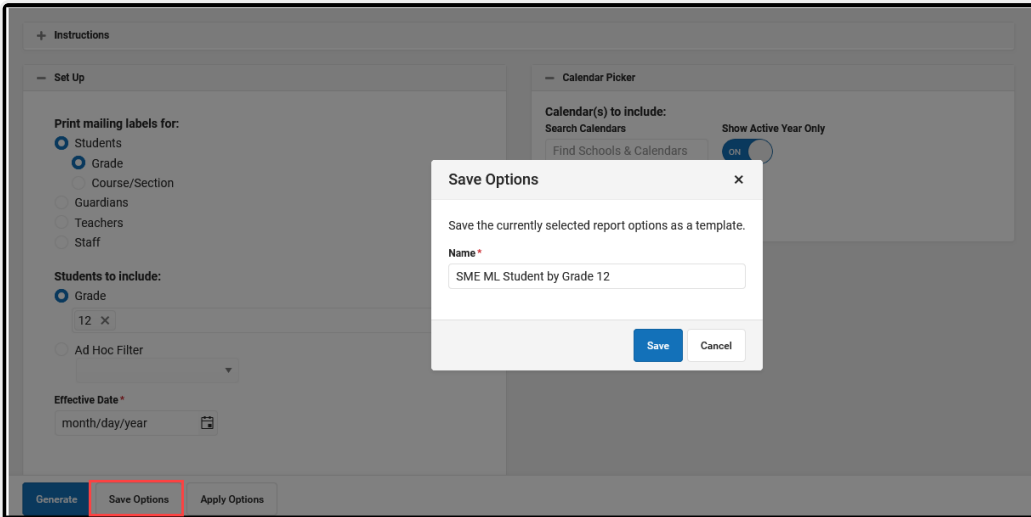
## Save Options and Apply Options

Options selected for Mailing Label reports can be saved as a template. This is similar to creating Report Preferences used for Report Cards or Transcripts, where selections are saved and can be generated at a later time.

For users who need a particular set of mailing labels, Student by Course/Section for an AP Course, or Guardians using a particular Ad hoc Filter, for example, saving the options as a template saves time when needing to generate the same list of labels again.

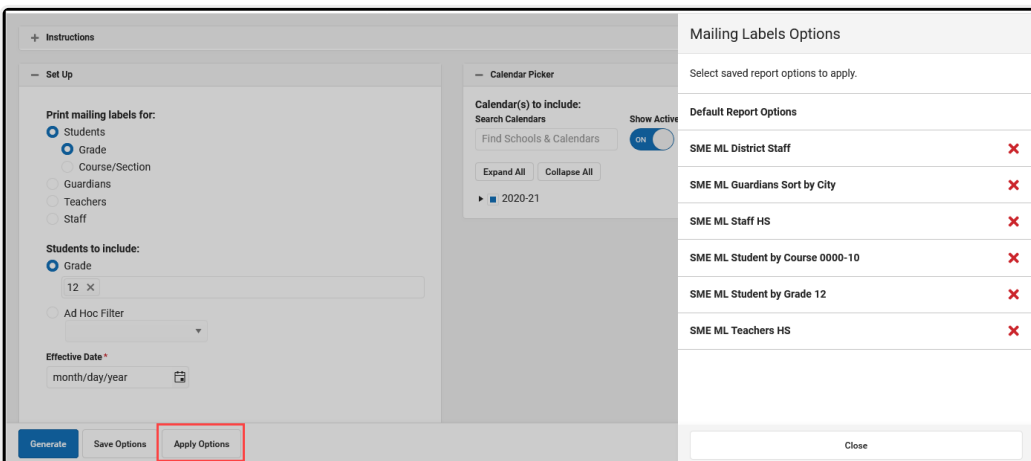
There is no limit to the number of templates that can be created, and each one can be saved with a descriptive name.

These reports cannot be shared with other users who also generate the Mailing Labels Report; these templates are only for the user who created them.



*Save Options for Report Generation at a Later Time*

Once a name has been entered for a template, it is available in the **Apply Options** side panel. Here, users can select one of their previously saved templates and generate the report. Or, select the **Default Report Options**, which displays the original report options without any special settings.



*Apply Options*

Templates can be deleted by clicking the red X. Click the **Close** button on the side panel to return to the report options.

## Save a Report Template

1. Make the desired selections on the report editor, following the procedures mentioned previously in this article.
2. Test the results by generating the report to verify the labels are what is needed.
3. Click the **Save Options** button and enter a **Name** for the template.
4. Click **Save** when finished. The template is now saved.

All fields that were selected in the report editor are saved on the template, except for the Effective Date.

If specific calendars have been selected for a report prior to choosing a saved template, the calendar selection is cleared and displays the calendars that were selected on the saved template.

## Apply Options

When selecting a saved template for generation, the Effective Date must be entered (the current date is automatically populated) and desired Calendars need to be selected.

1. Click the **Apply Options** button. A **Mailing Labels Options** side panel displays.
  2. Select the desired template. The side panel closes and the options stored with that selected template display on the report editor.
  3. Select the desired **Calendars** to include in this report.
  4. Enter the desired **Effective Date**.
  5. Click the **Generate** button to print the labels.
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