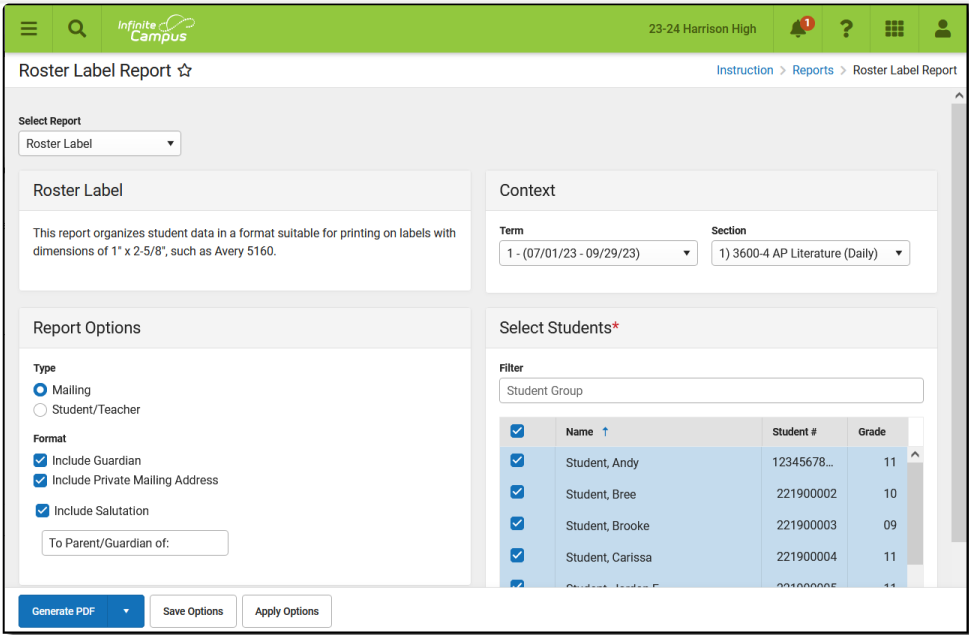


Roster Labels Report

Last Modified on 04/01/2024 11:46 am CDT

Tool Search: Roster Labels

The Roster Labels report organizes student data in a format suitable for printing on labels, each label having a dimension of 1 inch by 2 5/8 inches (labels such as Avery 5160). Use these labels for mailing purposes, or classroom use, such as folder labels.



Generate roster labels for mailing or folders.

Printing Roster Labels

1. Select the **Term** and **Section** you'd like to generate labels for.
2. Indicate the labels **Type** of **Mailing** or **Student/Teacher**.
 1. Mailing labels include the the student's name, guardian information based on the Format selected, and the household address.

ANDREW THOMAS STUDENT
 TOM STUDENT
 123 N WILLIAM AVE
 SOMEWHERE SD 57501

2. Student/Teacher labels include the student's and teacher's names, if indicated.

ANDREW T STUDENT
 Teacher: Katie Smith

3. If the Type is *Mailing*, indicate if the **Guardian** should appear below the student's name on the label, if there should be a **Salutation** at the top. Change the salutation text if desired, or if addresses marked as **Private** should be included. The above example includes the guardian but not the salutation.
4. If the Type is *Student/Teacher*, indicate if the label should include the teacher's name. If unmarked, only the student's name displays. The above example includes the teacher's

name.

5. Determine which **Students** to include labels for. The default setting is to include all active and incoming students in the section. Unmark the checkboxes next to student's names to remove them from the report. Filter the student list by entering a Student Group if desired.
 6. Click **Generate PDF** to view the report in PDF format or click the arrow button next to **Generate** to select a different format.
-