

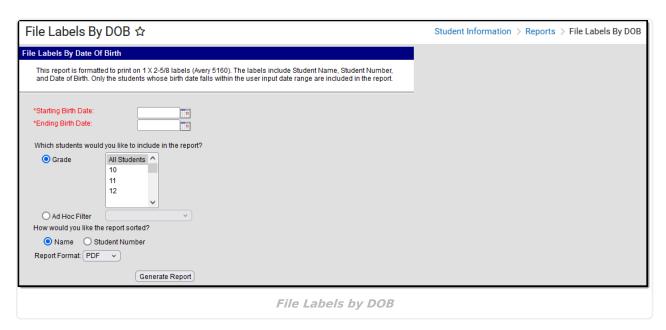
## File Labels by DOB

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Report Editor | Generate the File Labels by Date of Birth

Tool Search: File Labels

The **File Labels by DOB** report is formatted to print on 1" X 2-5/8" labels (Avery 5160). The labels include the student's name, student number, and birthdate. The report includes only students whose birth dates fall within the entered date range.



## **Report Editor**

The following fields are available on the File Labels by Date of Birth Report:

Field	Description
Starting Birth Date Required	Entered date is the earliest birthday that will be used to find students for whom file labels are needed. Dates are entered in <i>mmddyy</i> format, or use the calendar icon to select a date.
Ending Birth Date Required	Entered date is the latest birthday that will be used to find students for whom file labels are needed. Dates are entered in <i>mmddyy</i> format, or use the calendar icon to select a date.



Field	Description
Student Selection	Select the students to include on the report by <b>Grade</b> level or an <b>Ad hoc Filter</b> . Grade levels included in the calendar selected in the Campus toolbar are the only grade levels available for selection. Select an ad hoc filter that includes the students needed in the report.
Sort Options	The report can be sorted by student last <b>Name</b> or (local) <b>Student Number</b> .
Report Format	The report can be generated in either PDF or DOCX format.

## **Generate the File Labels by Date of Birth**

- 1. Enter the **Starting Birth Date**.
- 2. Enter the **Ending Birth Date**.
- 3. Select the students to include on the report by choosing a **Grade** level or an **Ad hoc Filter**.
- 4. Determine how the report should be sorted student last **Name** or **Student Number**.
- 5. Select the desired **Report Format**.
- 6. Click the **Generate Report** button. The report displays in the selected format.

Student, Anna	Student, Declan	Student, Geenie
123456	456789	789012
10/10/2001	04/30/2002	06/21/2002
Student, Benjamin	Student, Evie	Student, Homer
234567	567890	890123
01/01/2002	04/05/2002	10/24/2001
Student, Callie	Student, Franklin	Student, Ivy
345678	678901	901234
06/27/2002	11/14/2001	10/21/2001

File Labels by Date of Birth, PDF Format



Student, Anna	Student, Declan	Student, <u>Geenie</u>
123456	456789	789012
10/10/2001	04/30/2002	06/21/2002
Student, Benjamin	Student, Evie	Student, Homer
234567	567890	890123
01/01/2002	04/05/2002	10/24/2001
Student, Callie	Student, Franklin	Student, Ivy
345678	678901	901234
06/27/2002	11/14/2001	10/21/2001

File Labels by Date of Birth, DOCX Format