

# File Labels by DOB

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[Report Editor](#) | [Generate the File Labels by Date of Birth](#)

**Classic Path:** [Student Information](#) > [Reports](#) > [File Labels by DOB](#)

**Search Terms:** [File Labels by DOB](#)

The **File Labels by DOB** report is formatted to print on 1" X 2-5/8" labels (Avery 5160). The labels include student name, student number and birthday. Only students whose birth date falls within the entered date range are included in the report.

*File Labels by Date of Birth Report*

## Report Editor

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

Field	Description
<b>Starting Birth Date</b> <i>Required</i>	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.
<b>Ending Birth Date</b> <i>Required</i>	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
<b>Student Selection</b>	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.
<b>Sort Options</b>	The report can be sorted by student last <b>Name</b> or (local) <b>Student Number</b> .
<b>Report Format</b>	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 123456 10/10/2001	Student, Declan 456789 04/30/2002	Student, Geenie 789012 06/21/2002
Student, Benjamin 234567 01/01/2002	Student, Evie 567890 04/05/2002	Student, Homer 890123 10/24/2001
Student, Callie 345678 06/27/2002	Student, Franklin 678901 11/14/2001	Student, Ivy 901234 10/21/2001

*File Labels by Date of Birth, PDF Format*

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

*File Labels by Date of Birth, DOCX Format*