

File Labels by DOB

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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.

File Labels By DOB ☆	Student Information > Reports > File Labels By DOB
File Labels By Date Of Birth	
This report is formatted to print on 1 X 2-5/8 labels (Avery 5160). The labels include Student Name, Student Number, and Date of Birth. Only the students whose birth date fails within the user input date range 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	
O Ad Hoc Filter	
How would you like the report sorted?	
O Student Number	
Report Format. PDF v	
Generate Report	
File Labels by DOB	

See the Student Information Reports Tool Rights article for the tool rights needed to generate this report.

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.



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Field	Description	
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.	
Student Selection	Select the students to include on the report by Grade level or an Ad hoc Filter . 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 Name or (local) Student Number .	
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**.

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- 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	e Labels by Date of Birth, PDF Fo	ormat





File Labels by Date of Birth, DOCX Format