

File Labels by DOB

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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 ☆
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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 falls 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

10

11

12

Ad Hoc Filter

How would you like the report sorted?

Name Student Number

Report Format:

File Labels by DOB

Report Editor

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

Field	Description
Starting Birth Date <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>mmdyy</i> format, or use the calendar icon to select a date.
Ending Birth Date <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>mmdyy</i> format, or use the calendar icon to select a date.

Field	Description
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**.
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