

# Folder Labels by DOB

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The Folder Labels by DOB report is formatted to print on 1" X 2-5/8" labels (Avery 5160). The labels include guardian name, student name, gender, date of birth, primary household address and household phone number. Only students whose birth date falls within the entered birth date range (required entry) will be included on the report.

*Folder Labels by Date of Birth Report*

## Report Editor

The following defines the Folder Labels by Date of Birth report editor.

Option	Description
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Option	Description
<b>Birth Date</b>	<p>The <b>Starting Birth Date</b> and <b>Ending Birth Date</b> fields are used to narrow the students returned on the report to only birth dates included in this date range. These are required fields. Enter dates in <i>mmdyy</i> format or use the calendar icon to select a date.</p> <p>If folder labels are needed for the ninth grade class in the 2019-20 school year, a sample starting birth date may be August 1, 2005. A sample ending birth date may be July 15, 2006.</p>
<b>Student Selection</b>	<p>In addition to the birth date selection, users can include students who meet the birth date range but are narrowed by a grade level selection or by inclusion in an Ad hoc Filter. Grade levels are displayed based on the calendar selected in the toolbar. If no calendar is selected, all grade levels used in all schools will be available for selection.</p>
<b>Student Information</b>	<p>The label can include all or none of the following:</p> <ul style="list-style-type: none"> <li>• Student Number and Date of Birth</li> <li>• Guardian Name(s)</li> <li>• Household Phone Number</li> </ul> <p>The student's name will always be printed.</p>
<b>Address Information Options</b>	<p>If a student has more than one household address, a selection must be made to include either the <b>Mailing Address</b> or the <b>Primary Address</b>. For most students, the primary address will also be the mailing address, where the Household Address Information has the mailing flag selected and the secondary flag not selected. Students who have different address for primary (i.e., a Post Office Box as the mailing address), schools can decide which type of address to print on this report.</p> <p>If a household has two primary address or two mailing addresses, the report will only print one.</p> <p>Only one address will be printed, even if the student has multiple addresses.</p>
<b>Print Options</b>	<p>The labels can be printed for each primary household for student (default selection) or one label can be printed for each student (if the student has multiple primary households).</p>
<b>Sort Options</b>	<p>The Folder Labels Report can be sorted by either Student Name (default selection) or Student Number.</p>
<b>Report Format</b>	<p>The report can be generated in PDF or DOCX format.</p>

## Generate the Folder Label Report

1. Enter the **Starting Birth Date** and **Ending Birth Date** of students for which to generate labels.

2. Select the **Grade** level of students to include on the report, or select an **Ad hoc Filter** that includes the students to include.
3. Select which **Student Information** to include on the report.
4. Select which **Address** to include on the report.
5. Select the **Print** options for the report.
6. Select the **Sort** options for the report.
7. Select the desired **Report Format**.
8. Click the **Generate Report** button. The report displays in the selected format.

Guardian, Jamie Student, Stephanie E (F) #111111 -- 01/14/1993 -- (763)555-1212 -----Address NA-----	Guardian, Patricia Student, Noah A (M) #111111 -- 09/10/1992 -- (763)555-1212 1234 Fourth Street Any Town, MN 55555	Guardian, Todd Student, Dalton B (M) #111111 -- 12/14/1992 -- (763)555-1212 1234 Seventh Avenue Any Town, MN 55555
Guardian, Jessie A Guardian, Dennis L Student, Lawrence P (M) #111111 -- 01/14/1993 -- (763)555-1212 1234 Third Blvd Any Town, MN 55555	Guardian, Bruce L Guardian, Kim J Student, Braxton E (M) #111111 -- 05/15/1992 -- (763)555-1212 1234 Second Road Any Town, MN 55555	Guardian, Jon D Guardian, Ulie K Student, Tucker J (M) #111111 -- 08/24/1992 -- (763)555-1212 1234 61st Ave N Any Town, MN 55555
Guardian, Ismar Guardian, Amal Student, Umayah I (M) #111111 -- 11/21/1992 -- (763)795-4147 4444 Left Lane N Any Town, N 55555	-----Guardian NA----- Student, Dontray S (M) #111111 -- 11/22/1992 -- (763)555-1212 5555 42nd Avenue Any Town, MN 55555	Guardian, Amy Guardian, Jim Student, John R (M) #111111 -- 12/31/1992 -- (763)555-1212 1111 15th Street Any Town, MN 55555

PDF Example

Guardian, Adam Student, Asher (M) #123456 -- 10/10/2001 -- 123456789 8416 Abbott Ave Any Town, MN 55440	Guardian, Abigail Student, Alison #234567 -- 04/30/2002 -- 234567890 6344 Baird Ave Any Town, MN 55440	-----Guardian NA----- Student, Brian (M) #345678 -- 06/21/2002 -- phone# NA -----Address NA-----
Guardian, Charles Guardian, Sylvia Student, Callie (F) #456789 -- 01/01/2002 -- 4567989012 4304 Colfax Road Any Town, MN 55440	Guardian, David Guardian, Belinda Student, Dylan (M) #567890 -- 04/05/2002 -- 4567890123 946 Drew Street Any Town, MN 55440	Guardian, Tess Student, Emma (M) #678901 -- 10/24/2001 -- 678901234 7364 Ewing Lane Any Town, MN 55440

DOCX Example

The following options were chosen in the above images:

- Grade Level
- Student Number and Date of Birth
- Guardian Name(s)
- Household Phone Number
- Mailing Address
- Print a label for each primary household for a student
- Sorted by Student Name

The following will print when information is not available:

- If no address exists for a household, **--Address NA --** will be printed.

- If no guardian exists for a household, **--Guardian NA --** will be printed.
- If the household does not have a phone number defined, **--Phone NA --** will be printed.

Additional settings may need to be done to the printer for proper label alignment. See the information in **Printing Labels** for guidance.