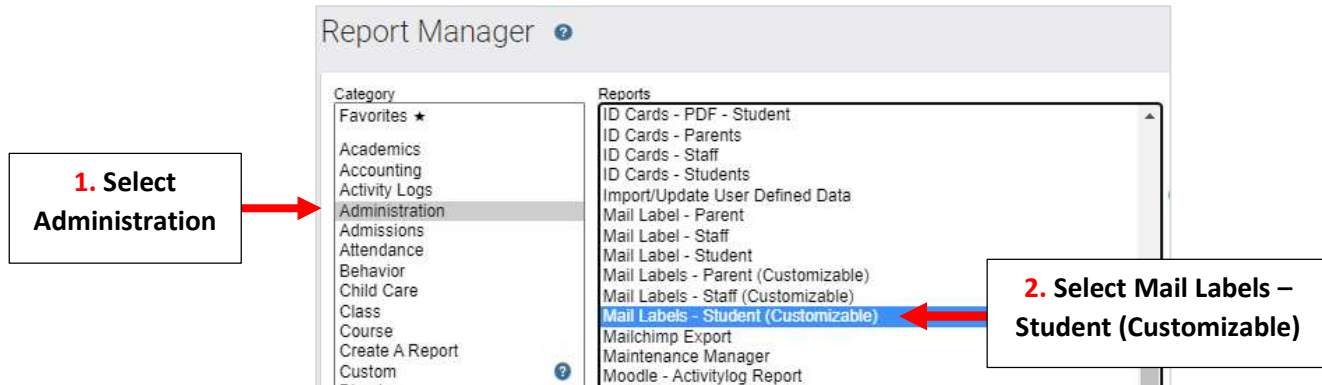
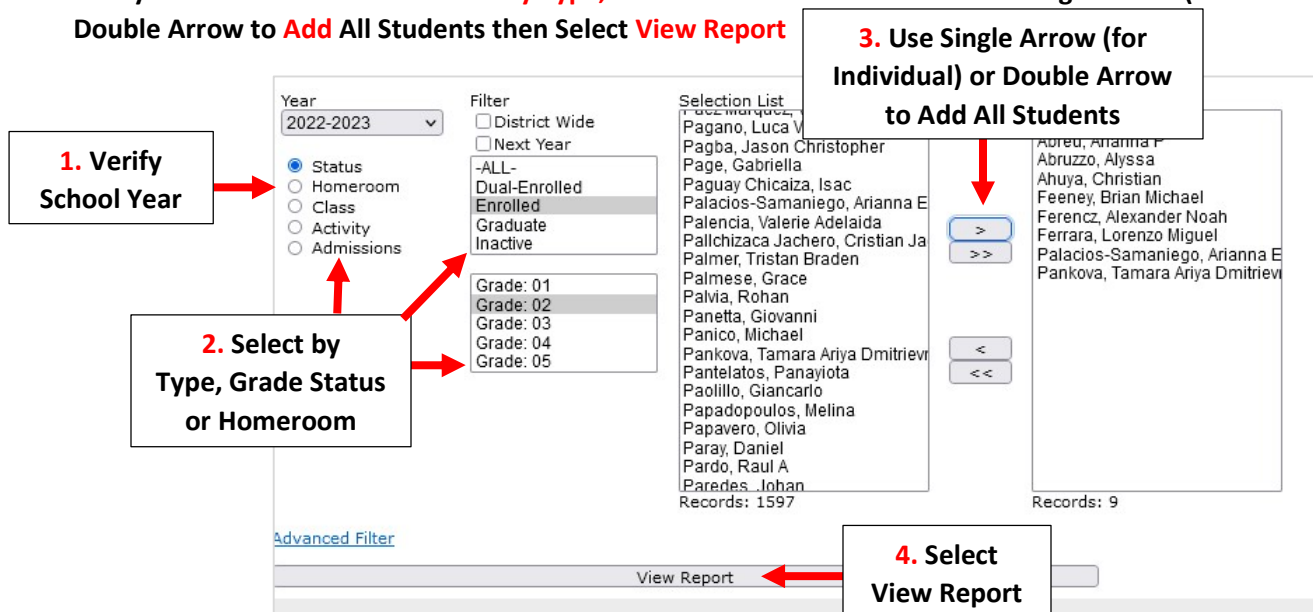


Using Mail Labels-Student (Customizable) Report

From Main Menu Select **Report Manager > Administration > Mail Labels – Student (Customizable)**



Verify **School Year** and Select **Filter by Type, Grade Status or Homeroom**. Use Single Arrow (for Individual) or Double Arrow to **Add All Students** then Select **View Report**



Select **Label Template** from Dropdown and **Verify School Year**. ****Important- Brackets Denote Merged Fields- Do Not Change**** Select **Variables** to Add Additional Fields such as Birthdate or Grade Level Remove Fields that are not Needed. Use **Toolbars** to Customize Alignment and Font. Select **Generate** to Generate Labels

