

Student Data Registration Scheduling Next Year Scheduling Grading Attendance Transcript Setup Core Next >>

Student List Edit Lists **Labels** Mass Change Next School & Grade Passes Lunch Letters Tuition Vehicles Reports

Student Data.Labels.Print Labels

Print Labels Label Layouts Templates

To create labels click on "Labels" then choose a list of students from the dropdown menu. Add any other options and click "Generate Labels".

Student Mailing Labels

*Choose list of students: Grade 7

Student ID:

*Sort labels by: Name

*Choose a label template: Avery 18160

Font Size: Use Template Default

*What type of mailing are these for: General

*Label Layout: Parent Name, Parent of, Student Name

*Create one label set per Family Code:

*Bottom Left X Offset: 0

*Bottom Left Y Offset: 0

*Start at label #: 1

*Include POSTNET barcode:

Convert text to proper casing:

Generate Labels



***To create labels that are not on the student list drop down menu, please see the "How to Create a Custom List" tutorial.**

How do you want the labels sorted?

Choose your label layout. (What the label will include)