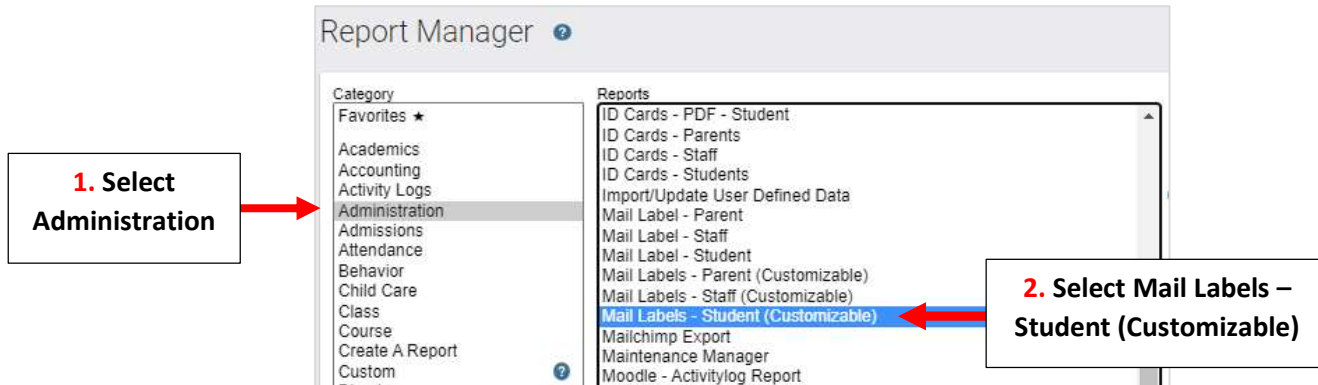# Using Mail Labels-Student (Customizable) Report

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

1. Select Administration

2. Select 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**

3. Use Single Arrow (for Individual) or Double Arrow to Add All Students

1. Verify School Year

2. Select by Type, Grade Status or Homeroom

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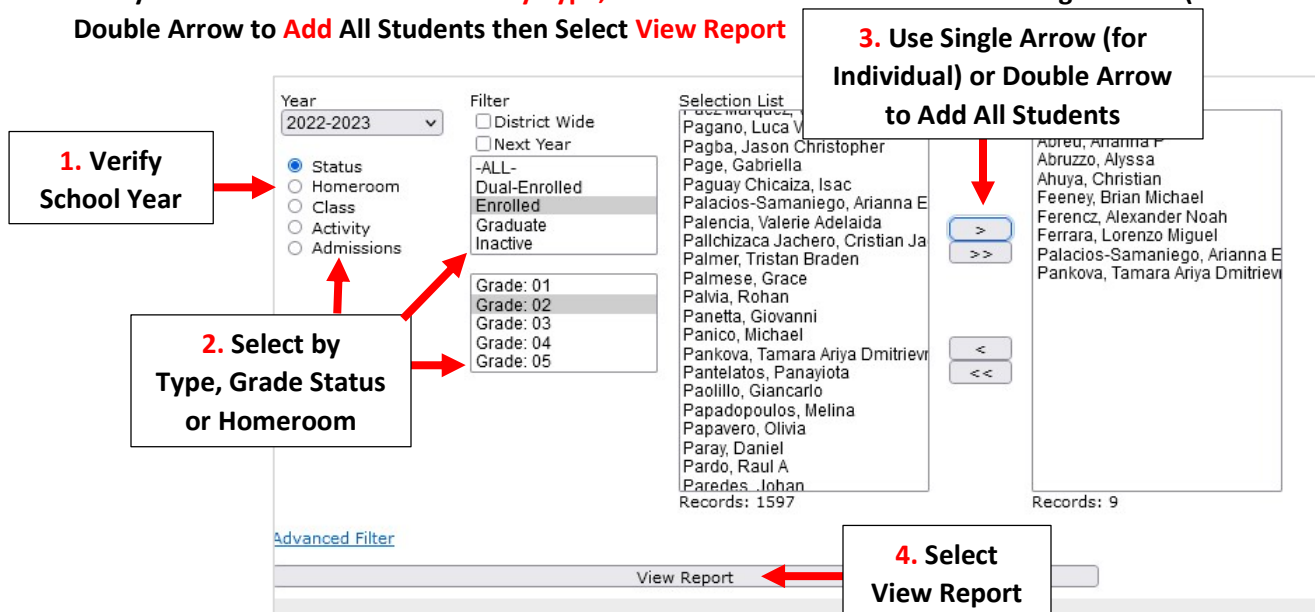
Select **Label Template** from Dropdown and **Verify School Year**. ***Important- Brackets Denote Merged Fields- Do Not Change*** Select **Variables** to Add Additional Fields such as Birthdate or Grade Levelor Remove Fields that are not Needed. Use **Toolbars** to Customize Alignment and Font. Select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

1. Select Label Template

2. Verify School Year

3. Select Variables

4. Use Toolbars to Customize Alignment and Font

Important- Brackets Denote
Merged Fields- Do Not Change

5. Select Generate