

IC - Generating labels for student charts for complete grade level

1. Open the Infinite Campus program and navigate to Student Information -> General -> Reports ->

2. Select "Folder Labels by DOB"

Folder Labels By Date Of Birth

This report is formatted to print on 1 X 2-5/8 inch labels (Avery 5160). The Labels include: Guardian Name(s), Student Name, Gender, Student Number, Date of Birth, Household Phone and Primary Household Address. Only the students whose birth dates fall within the date range entered are included in the report.

*Starting Birth Date:

*Ending Birth Date:

Which students would you like to include in the report?

Grade

Ad Hoc Filter

What information would you like to include? (Student name will always print.)

Student Number and Date of Birth

Guardian Name(s)

Household Phone Number

If a household has more than one address, which would you like to include?

Mailing Address

Primary Address

Print options:

Print a label for each primary household for a student

Print one label per student (even if student has multiple primary households)

How would you like the report sorted?

Name

Student Number

3. You will have to enter a "Starting Birth Date:" and "Ending Birth Date:" in the required fields. Don't select the calendar button, it only goes back or forward two years. Just manually enter the dates. If you need to create a single label or two, just use the Avery label template that you may download from the internet or find a template located on the N: drive -> Student Records -> Avery 5160 Avery 5960 Student Chart label template. If you use the Avery template, be sure to save it on your desktop so that the template remains blank for the next person.

Folder Labels By Date Of Birth

This report is formatted to print on 1 X 2-5/8 inch labels (Avery 5160). The Labels include: Guardian Name(s), Student Name, Gender, Student Number, Date of Birth, Household Phone and Primary Household Address. Only the students whose birth dates fall within the date range entered are included in the report.

*Starting Birth Date: 01/01/2000
*Ending Birth Date: 01/01/2002

Which students would you like to include in the report?

Grade: 08
 Ad Hoc Filter

What information would you like to include? (Student name will always print.)

Student Number and Date of Birth
 Guardian Name(s)
 Household Phone Number

If a household has more than one address, which would you like to include?

Mailing Address
 Primary Address

Print options:

Print a label for each primary household for a student
 Print one label per student (even if student has multiple primary households)

How would you like the report sorted?

Name
 Student Number

Generate Report

4. You can select a grade level or use the Ad Hoc Filter if you already have a query that would work for your labels.

*Starting Birth Date: 01/01/2000
*Ending Birth Date: 01/01/2002

Which students would you like to include in the report?

Grade: All Students
 Ad Hoc Filter: CC Central High - 12th grade students

What information would you like to include? (Student name will always print.)

Student Number and Date of Birth

5. Next click on "**Generate Report**". A separate "prism - Google Chrome" window will open with the labels displayed. Once you have previewed the labels, you can select the printer icon in the upper right corner.