To Print Extra Mailing Labels

1. Click Stored Searches

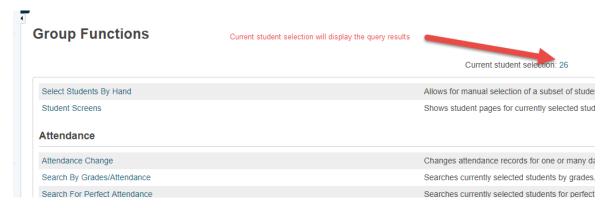## Start Page

Students	Staff	Parents

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

2   3   4   M   F   All   **Stored Searches**   Stored Selections

Click Stored Searches

Current Student Selection (0)

💬 The current selection is empty.

2. Click Run Search next to the specified grade level

Extra Mailing Gr1	Run Search
Extra mailing Gr10	Run Search
Extra mailing gr11	Run Search
Extra Mailing Gr12	Run Search
Extra Mailing Gr2	Run Search
Extra Mailing Gr3	Run Search
Extra Mailing Gr4	Run Search
Extra Mailing Gr5	Run Search
Extra mailing Gr6	Run Search
Extra mailing Gr7	Run Search
Extra Mailing Gr8	Run Search
Extra mailing Gr9	Run Search
Extra Mailing GrK	Run Search

Click RUN SEARCH for the grade level

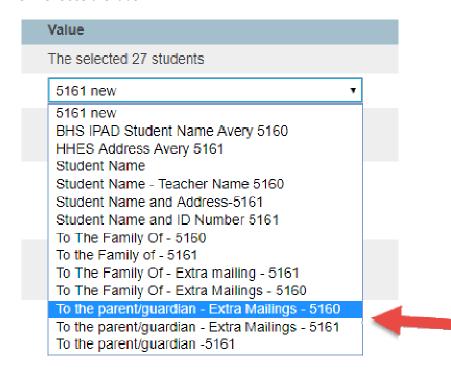3. The current selection will display the students that have the Extra Mailing field populated. Click the number displayed

Group Functions

Current student selection will display the query results

Current student selection: 26

Select Students By Hand	Allows for manual selection of a subset of studer
Student Screens	Shows student pages for currently selected stud

Attendance

Attendance Change	Changes attendance records for one or many da
Search By Grades/Attendance	Searches currently selected students by grades,
Search For Perfect Attendance	Searches currently selected students for perfect

4. From the drop down under the list of students, select PRINT MAILING LABELS

Student Selection

Select a student to view student screens or choose the popup menu below to perform an action for the current selection.

Matches: (27)

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(58              ʳnacao Lopes
(58
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(58              a
(58
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(58
(58
(58
(58
(58
(58
(58              en
```

Select a function for this group of students

[blank dropdown] ▼

5. Choose the label

Value

The selected 27 students

5161 new ▼

5161 new
BHS IPAD Student Name Avery 5160
HHES Address Avery 5161
Student Name
Student Name - Teacher Name 5160
Student Name and Address-5161
Student Name and ID Number 5161
To The Family Of - 5160
To the Family of - 5161
To The Family Of - Extra mailing - 5161
To The Family Of - Extra Mailings - 5160
To the parent/guardian - Extra Mailings - 5160
To the parent/guardian - Extra Mailings - 5161
To the parent/guardian -5161

6. Click SUBMIT
7. View completed job from Report Queue