Student Labels

This report, under the Reports menu prepares mailing labels specifically designed for Avery 5160 labels. Printing mailing labels for students with birthdays can be done using this report by selecting the appropriate birthday month in the criteria.

This report opens in your default PDF Reader (Adobe, Foxit, Google) for printing purposes. Ensure that your printer is properly loaded with Avery 5160 labels. If your labels are not aligning you may need to adjust the page handling options. The options vary between PDF readers. You may need to set "Page Scaling = None", use "Custom Scale = 100%", or turn off "Fit to Page".