

Chapter 9 LABELS

9.1 PROCEDURE FOR GENERATING & PRINTING STUDENT LABELS

There are two groups of programs available to generate mailing labels:

1. Labels that can be generated by standard SIS reports - the most commonly used are R101, R102, R201, R309, R320, R700, R701, R703. These labels are printed on a 2-column label format.
2. REPO - custom label programs. These labels print on a one-column label format.

9.1.1 R101 and Other Standard/Label Programs

The following instructions for R101 also apply almost identically for the other Rxxx programs listed above in group "1".

- A. Update the "Selection Control" area of the R101 screen by selecting the desired grade, status, etc. Remember that if you want all grades, use the DELETE key to blank the "Grade" fields. You should use the DELETE key instead of the RETURN key to leave a blank field, because the RETURN key leaves a "0" in the field, which can cause a report to not generate properly.
- B. Update the "Sequence Control" area of the R101 screen. Place a "1" beside the field which you wish to be the first level of sort and a "2" beside the field which is to be the second level of sort, etc. For example, if you want the labels to be sorted by grade alphabetically, place a "1" beside "Grade" and a "2" beside the "Last Name" field. Use the DELETE key to leave all of the other fields blank.
- C. Update the "Print Control" area of the R101 screen.

Enter the desired number of copies

Enter a "Y" on the "SAVE (Y/N)" field

Enter "Y" for the "Include demographic data" field

Enter "Y" for "Print address labels" field

Enter "S" or "P" for "Use student or parent address" field.

Selecting "S" prints the student's name and address from the STUD file

Selecting "P" prints the parent's name from the STUD file and looks for the parent's address in the PADR file. If it finds one, it prints it; if not, it prints the address from the STUD file. It also prints the student's name in parentheses beneath the parent's name on the label.

D. Print the labels using the MGMT screen. After the R101 program has completed (shows COMP) it is ready for printing. Using the "Change" mode on the MGMT screen, select the line entry for R101 which has the form type of 010. This line contains the labels.

- o If using a **Slaved Printer**

Place "P" under Action

Place "P1" under Printer

Place "010" under Form

Press RETURN on the next two responses

Load the labels into your printer

Type "Y" at the question, "Apply Actions?"

Type "N" for "Forms Alignment"

Labels will begin printing

- o If using a **Queued Printer**

Load the labels into your printer

Set your printer to 8 LPI (lines per inch) and form length of "8".

Place "P" under Action

Place "P3" under Printer

Place "000" under Form

Press RETURN on the next two responses

Type "Y" at the question, "Apply Actions?"

Labels will begin printing

9.1.2 REPO - Custom Labels Using One-column Labels

A. The following custom label programs are available to all schools; other custom formats have been created for some schools upon request: Samples are in the REPO chapter.

1. LBLE version 20: Parent name only - uses P149, version 20 - prints in alphabetical order.
 2. LBLE version 21: Student name only - uses P149 version 21 - prints in alphabetical order.
 3. LBLE version 22: Student & Parent name - uses P149 version 22 - prints in alphabetical order.
- B. Generate the above label formats by using "Change" mode in the REPO SCREEN to request LBLE and the appropriate version after you create a list of student ID#'s in the corresponding version of P149.
- C. Use the MGMT screen to send these labels to the desired printer with one-column labels installed. The second line of the two LBLE entries in the MGMT screen is the one containing the labels. In "Change" mode, select this line and assign "P" to "Action", enter the appropriate printer designation, form #, etc. at the "line to change" prompt, press RETURN to bring up the "Apply Action" question--respond with a "Y" and the labels will be printed.

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