

PRINTING PARENT/GUARDIAN LABELS

Under the mailing section on the student demographic page, the fields pertaining to "Mail 1" should hold the information for the primary mailing. When creating labels, run the Parent/Guardian Mail labels report as normal, changes have been made to the template to reflect the field changes.

The Mail 2 fields on the demographic page should hold information when a second mailing is requested. In the event a second mailing is requested, the checkbox at the beginning of the section: "Extra Mailing" should be checked. When creating second mailing labels, go to the start page in PowerSchool, type the following: `extra_mailing=1`, take that group of students and run the label report titled: Parent/Guardian Mailing Label Extra. This a new template specific to the extra mailing fields.