

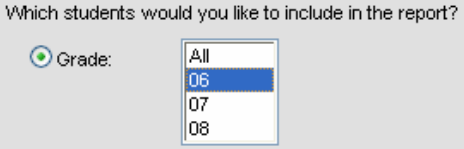
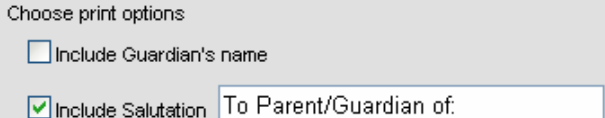
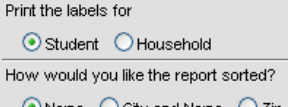
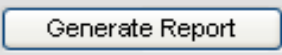


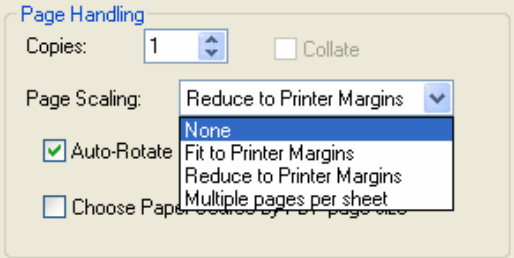
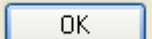
	<p>1. Make sure that you are in the correct school calendar.</p>
	<p>2. Expand "Census" by clicking on the "+".</p>
	<p>3. Expand "Reports", under "Census", by clicking on the "+".</p> <p>4. Click on "Mailing Labels".</p>
	<p>5. Select the grade that you would like to print labels for. You can select more than one grade by holding down "Shift" and clicking.</p>
	<p>6. Uncheck the "Include Guardian's name" box.</p> <p>7. Check the "Include Salutation:" box.</p> <p>8. Modify the salutation.</p>
	<p>9. Change the other buttons if you would like.</p>
	<p>10. Click "Generate Report".</p>
	<p>11. Mac: Ignore this step Windows: When the report generates, check that you are using at least version 7.0 of Acrobat Reader. If you are not, have your School Technology Representative help you update your version.</p>
	<p>12. Go to the "File" menu and drag down to "Print".</p>
	<p>13. Mac: Ignore this step Windows: In the print dialog box, find the section called "Page Handling" and change "Page Scaling" to "None".</p> <p>Note: If you do not have "Page Handling", it is likely you do not have version 7.0 of Acrobat Reader (step 11).</p>
	<p>14. Click "OK" to print the labels.</p>