

Permanent Record Labels Quick Reference



Permanent Record Labels

The following steps must be completed in order to print Permanent Record Labels. Labels should be printed after grade card processing is complete for the school year.

Print Permanent Record Labels from Report Card Formatter R700 – Use your choice of formats to print permanent record labels. The marks information will be pulled from current marks to print on labels for permanent record folders. Formats available are as follows:

Format 22 - 2"x4" or 3-1/3"x4"

Format 23 - 3-1/3"x4"

Format **24** – 3-1/3"x4"

Format 32 – 2"x4" or 3-1/3"x4"; includes previous year credits earned and prints a cumulative credit

Format 33 – 3-1/3"x4"; includes previous year credits earned and prints a cumulative credit

Format 34 – 3-1/3"x4"; includes previous year credits earned and prints a cumulative credit

Format 42 – 2"x4" or 3-1/3"x4"; prints marks on right side and does not print student GPA or student ranking

Format 43 – 3-1/3"x4"; prints marks below student header; prints student GPA but no student ranking

Format 44 – 3-1/3"x4"; prints marks below student header; does not print student GPA or student ranking

Format 62 – same as Format 42 with the addition of the Home School Name field (if Home School IRN field is filled out on the Student Profile – General tab)

Format 63 – same as Format 43 with the addition of the Home School Name field (if Home School IRN field is filled out on the Student Profile – General tab)

Format 64 – same as Format 44 with the addition of the Home School Name field (if Home School IRN field is filled out on the Student Profile – General tab)

Format 82 – 2"x4" or 3-1/3"x4"; includes previous year credits earned and prints a cumulative credit; uses Numeric Marks

Format 83 – 3-1/3"x4"; prints marks below student header; prints student GPA but no student ranking; uses Numeric Marks

Format 84 – 3-1/3"x4"; uses Numeric Marks
Additional formats may be listed, but they are not active at this time.

All permanent record label formats will show external absences for a student in the attendance subreport section of the permanent record labels. If a student has both daily and external attendance in the selected school year, then two rows will be shown in the attendance subreport. A School Code column will show on all permanent record label formats except 54, due to space limitations, and that column will allow the user to more easily distinguish between the daily and external attendance rows. If the student has more than one record in the attendance subreport on the permanent record label, the Attendance subreport will sort by School Code ascending.

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Suggested Settings	Label Font Size	Label Height	Top Margin	Left Margin
For most 2"x4" labels	5	2	1	.25
(Avery Label 8163)				

Please Note: The bottom right hand label will be blank (the next student prints correctly on the next page) with some margins.

For most 3-1/3"x4" labels	5	3.33	1	.4
(Avery Label 8164)				
Format 24 - 3-1/3"x4" labels	5	3.33	.65	.3
(Avery Label 8164)				
Format 44 - 3-1/3"x4" labels	5	3.33	.8	.4
(Avery Label 8164)				

Please use the following page settings for Adobe 9 and prior versions when printing the labels to ensure that the labels print correctly on the page. These Adobe page settings are most likely the default settings.

- Page Scaling = "None"
- Auto Rotate and Center = unchecked

On some formats, Page Scaling = "Shrink to Printable Area" may need to be set.

Please use the following page settings for Adobe 10 and later versions when printing labels to ensure that the labels print correctly on the page.

- Size Options = "Actual Size"
- Orientation = "Portrait"

Navigation: StudentInformation - SIS - Marks - Marks Reports - Report Card Formatter (R700)



Please Note – TO HOME SCHOOLS PRINTING PERMAMENT RECORD LABELS FOR THEIR VOCATIONAL STUDENTS: Since the calendar in each building is for the home school, and the vocational students follow the vocational school calendar, days present would not print correctly on your labels. Days absent and times tardy will print correctly.

See Marks End User Guide documentation for details.

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