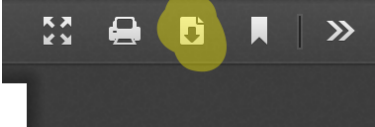
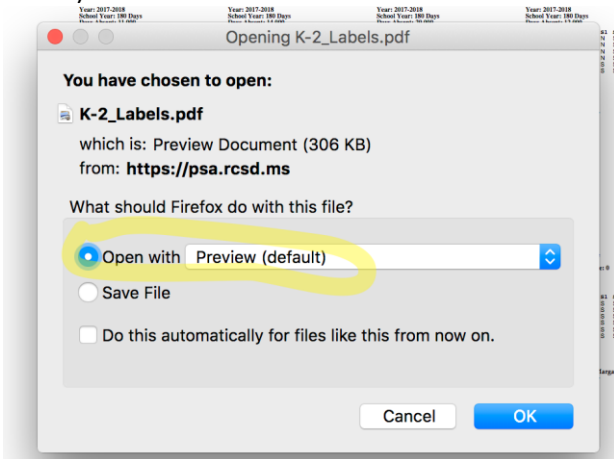


Printing PreK-1 Labels: (Updated 5/20/2019)

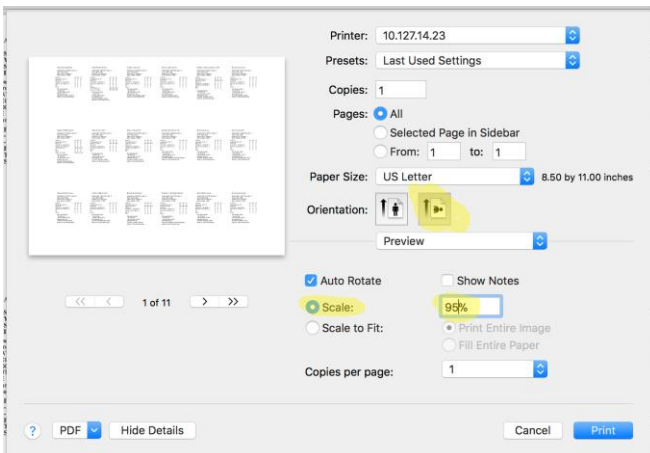
1. Use Avery 6871 labels, these labels are 1 ¼" x 2 ⅜"
2. If you have any students who have repeated a grade, make sure you choose the correct size label. The PreK-1 Labels will fit in the first 3 columns in the cumulative folders. If you need the smaller size labels, please print these student's labels using the Repeating1st_ALL2 Labels guide.
3. Run your labels from PowerSchool
4. Open the labels in your browser window (Firefox will work best for printing labels from PS)
5. Click the Download button in the upper right (highlighted yellow below)



6. Click "Open with" and make sure it says Preview in the drop down box (highlighted yellow below)



7. In Preview click the File menu and then Print...
8. Set the following in the print window (highlighted yellow below):
 - a. Orientation to landscape
 - b. Scale to 95%



9. Click Print