

Elementary School Cumulative Folder labels:

(Updated 5-20-2019)

1. In PowerSchool, select the students you want to print labels for
2. Click the Functions button in the bottom right and select Print Reports
3. Select either PreK-1 Labels, 1stRepeaters_ALL2 Labels, or 3-6 Labels from the drop down next to "Which report would you like to print?"
 - a. PreK-1 Labels use Avery 6871 labels, these labels are 1 ¼" x 2 ⅜", 18 students per sheet.
 - b. 1stRepeaters_ALL2 Labels use Avery 5261 labels, these labels are 1" x 4", 40 students per sheet. These print 2 students per label and will need to be cut in half.
 - i. These labels are for students who have repeated 1st grade, and for all 2nd graders.
 - c. 3-6 Labels use Avery 5261 labels, these labels are 1" x 4", 40 students per sheet. These print 2 students per label and will need to be cut in half.
4. Click Submit
5. Your report will show in the Report Queue as Completed View once it has finished running.
6. See the guide on printing these labels on our PowerSchool website here:
<https://www.rcsd.ms/departments/technology/powerschool>