Quick Print Envelope for an Individual Student/Family

This document will walk you through how to quickly print an envelope for one family member by using the Quick Print option on the Family tab.

Student Profile – Family – Quick Print – Select the Envelope size and click Run. This will print an envelope addressed to the student.

School Path Vehicles Web Access Change Hist	Family Change Family Order Quic Print
▼ Entity	Family 1
Entity Info	Add Guardian Guardian Name Alphakey Relationship Second Phone CBC Cust Pick Add
Obligations	Edit Del Mul Ouick Print
▼ Categories	Edit Del Mu Favorites available. Run No Yes No Family #
District	Family ID: 445 Benort: Paint Fauelance Benort
Entity 1	Trans Code: Template: Family 1 Envelope - Letter
Family	Home: 109 Rai
 Emergency 	Mailing: PO BOX 447 Capac MI 48014
Emer Info	CReceive Report Cards Crimer Print Hard Copy Report Cards Receive Forms CY Path: NY Path:
Entry/With	

This is what your envelope will look like.

DALTON BUNNY 1234 ALPHABET DRIVE PORT HURON MI 48060-2001

<u>To set up a template to Quick Print to the Parent/Guardian</u>: Student Profile – Family – Quick Print – Click on the "Template" link – Select Family 1 Envelope – Letter – Click on Clone

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Entity Entity Info Obligations	Family 1 Favorites: No ravorites available. Run Add Guardian C Report: Print Envelope Make CBC Cust Pick Add Family 1 Envelope - Letter Add Favorite Add Family Add Family			
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Entry/With	Print Envelope Templates			
Attendance	Template Type ▲ Description Created By 1 4) Skyward Family 1 Envelope - Large 4 Wininger, Donna			
▼ Scheduling Current Future	2 4) Skyward Family 1 Envelope - Letter Wininger, Donna 3 4) Skyward Family 1 Envelope - Small Wininger, Donna			

Name the Template – Select "Parent or Guardian of" – Click on Save

Template Settings * Template Description: Parent or Guard ✓ Share with o □ Print Greenb	dian of Envelope ther users in entity 313 ar	Save Label Setup Back
Address Label Setup		
Line 1 2 Student's Name Guardian of (Student's Name) Parent or Guardian of First Parent or Guardian's Name First and Second Parents or Guardians' Name Family Title To The (lastname) Family Generic Resident	Line 2 None - Following Line(s) Will Be Moved Up Student's Name Guardian of (Student's Name) First Parent or Guardian's Name Family Title	
Label Options	Label Appearance	
Name Order: First Last Last First Family Number: All Uppercase Use Mailing Address If Available	PARENT OR GUARDIAN OF JOHN DOE 5233 COYE DRIVE PO BOX 123 STEVENS POINT WI 54481	

Highlight your new template and click on Select

Print Envelope			🔝 📹 靠 🖓
Display My Templates	🕑 Display Shared Templates 🛛 🗹 Display	Skyward Templates	/ 2
Print Envelope Templat	tes		
Template Type 🔺	Description / 1	Created By	Add
1 2) Entity	Parent or Guardian of Envelope	Wininger, Donna	Edit
2 4) Skyward	Family 1 Envelope - Large	Wininger, Donna	Clone
3 4) Skyward	Family 1 Envelope - Letter	Wininger, Donna	Delete

You will see your new Template - Click on Run

Quick Tip: You can click on Make Favorite and this Template will show up on the Family Screen so that you can print the envelope in one click for the future.

Quick Print Favorites: No favorites available. Report: Print Envelope Template: Parent or Guardian	of Envelope	Run Make Favorite Back		
	Family Change Family 1 Add Gu	Parent or Guardian of Envelope Family Order ardian Guardian Name Edit Del Bunny, Bugs	Alphakey	Relationship

This is what your envelope will look like

PARENT OR GUARDIAN OF DALTON BUNNY 1234 ALPHABET DRIVE PORT HURON MI 48060-2001