

File Labels by DOB

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Report Editor | Generate the File Labels by Date of Birth

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The **File Labels by DOB** report is formatted to print on 1" X 2-5/8" labels (Avery 5160). The labels include student name, student number and birthday. Only students whose birth date falls within the entered date range are included in the report.

≡	Infinite Campus	Q Search for a tool or student				
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File Labels By Date Of Birth This report is formatted to print on 1 X 2-5/8 labels (Avery 5160). The labels include Student Name, Student Number, and Date of Birth. Only the students whose birth date fails within the user input date range are included in the report.						
*Starting Birth Date:						
	h students would you like to include Grade All Students 06 07 08	in the report /				
Ad Hoc Filter						
Name Student Number Report Format: PDF						
Generate Report						
File Labels by Date of Birth Report						

Report Editor

The following fields are available on the File Labels by Date of Birth Report:

Field	Description
Starting Birth Date Required	Entered date is the earliest birthday that will be used to find students for whom file labels are needed. Dates are entered in <i>mmddyy</i> format, or use the calendar icon to select a date.
Ending Birth Date Required	Entered date is the latest birthday that will be used to find students for whom file labels are needed. Dates are entered in <i>mmddyy</i> format, or use the calendar icon to select a date.



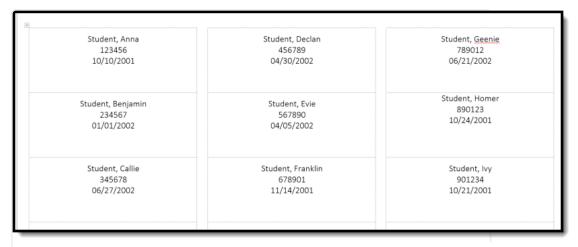
Field	Description	
Student Selection	Select the students to include on the report by Grade level or an Ad hoc Filter . Grade levels included in the calendar selected in the Campus toolbar are the only grade levels available for selection. Select an ad hoc filter that includes the students needed in the report.	
Sort Options	The report can be sorted by student last Name or (local) Student Number .	
Report Format	The report can be generated in either PDF or DOCX format.	

Generate the File Labels by Date of Birth

- 1. Enter the Starting Birth Date.
- 2. Enter the Ending Birth Date.
- 3. Select the students to include on the report by choosing a Grade level or an Ad hoc Filter.
- 4. Determine how the report should be sorted student last Name or Student Number.
- 5. Select the desired **Report Format**.
- 6. Click the **Generate Report** button. The report displays in the selected format.

Student, Anna	Student, Declan	Student, Geenie		
123456	456789	789012		
10/10/2001	04/30/2002	06/21/2002		
Student, Benjamin 234567 01/01/2002	Student, Evie 567890 04/05/2002	Student, Homer 890123 10/24/2001		
Student, Callie 345678 06/27/2002	Student, Franklin 678901 11/14/2001	Student, Ivy 901234 10/21/2001		
File Labels by Date of Birth, PDF Format				





File Labels by Date of Birth, DOCX Format