



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.

Report Card Formatter (R700)

From this screen, you can select parameters to generate a report.

Selection CriteriaSelection SummaryLoad Settings

(Warning: the Non-Custom formats can be used, but state support will no longer be provided.)

Formatter Version: Custom Permanent Record Labels

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.

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

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

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"

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.

Permanent Record Labels
Procedural Checklist

Format 22

NAME FONT, ELLA JANE				COURSE NAME				TEAC	GP 4	CRED	NAME PERRY, MICHAEL JAY				COURSE NAME				TEAC	GP 4	CRED														
ID	4002	YEAR	2004-2005	AN GEOM	LAYM	A	A	0.000	ID	5002	YEAR	2004-2005	ALGEBRA II	LAYM	A	A	0.000	GRD	12	GEND	F	BAS ENGLISH 12	COUS	A	A	0.000	GRD	11	GEND	M	CHEM I	WEBB	A	A	0.000
PRESENT	ABSENT	TARDY		GERMAN IV	LAYM	A	A	0.000	PRESENT	ABSENT	TARDY		DRAWING	HAND	A	A	0.000	175	3	1		PAINTING	HAND	A	A	0.000	178	0	0		FRENCH III	BERR	A	A	0.000
CREDITS EARNED: 4				LATIN IV	COUS	A	A	0.000	CREDITS EARNED: 6.5				LATIN III	COUS	A	A	0.000					SPANISH III	HAND	A	A	0.000									
GPA SET				GPA	RANK	TTL RNK					GPA SET				GPA	RANK	TTL RNK																		
Cum				2.875	2	5					Cum				2.308	1	5																		
Qtr4				4.000	1	5					Qtr4				4.000	1	5																		

Format 23

NAME EYE, MAGNUM P.				ID	4001	YEAR	2004-2005	NAME CONTRARY, MARY M.				ID	5001	YEAR	2004-2005						
PRESENT	ABSENT	TARDY	CRED: 4.5	GRD	12	GEND	M	PRESENT	ABSENT	TARDY	CRED: 6.5	GRD	11	GEND	F						
175	3	1		GPA SET	GPA	RANK	TTL RNK	174	4	0		GPA SET	GPA	RANK	TTL RNK						
				Cum	2.444	5	5					Cum	2.308	1	5						
				COURSE NAME				TEAC	GP 4	CRED					COURSE NAME				TEAC	GP 4	CRED
				AN GEOM				LAYM	A	0.000					ALGEBRA II				LAYM	A	0.000
				BAS ENGLISH 12				COUS	A	0.000					BAS ENGLISH 11				COUS	A	0.000
				GERMAN IV				LAYM	A	0.000					CHEM I				WEBB	A	0.000
				LATIN IV				COUS	A	0.000					DRAWING				HAND	A	0.000
				PAINTING				HAND	A	0.000					FRENCH III				BERR	A	0.000
				PHYSICS				BERR	A	0.000					LATIN III				COUS	A	0.000
				WLD HIS GEN				CLAR	A	0.000					SPANISH III				HAND	A	0.000

Format 24

NAME EYE, MAGNUM P.				ID	4001	YEAR	2004-2005	NAME POTTS, JORDAN DANIEL				ID	4004	YEAR	2004-2005						
PRESENT	ABSENT	TARDY		GRD	12	GEND	M	PRESENT	ABSENT	TARDY		GRD	12	GEND	M						
175	3	1						178	0	0											
CREDITS EARNED: 4.5				GPA SET	GPA	RANK	TOTAL RANKED	CREDITS EARNED: 4				GPA SET	GPA	RANK	TOTAL RANKED						
				Cum	2.444	5	5					Cum	2.875	2	5						
				Qtr4	4.000	1	5					Qtr4	4.000	1	5						
				COURSE NAME				TEAC	GP 4	CRED					COURSE NAME				TEAC	GP 4	CRED
				AN GEOM				LAYM	A	0.000					AN GEOM				LAYM	A	0.000
				BAS ENGLISH 12				COUS	A	0.000					BAS ENGLISH 12				COUS	A	0.000
				GERMAN IV				LAYM	A	0.000					GERMAN IV				LAYM	A	0.000
				LATIN IV				COUS	A	0.000					LATIN IV				COUS	A	0.000
				PAINTING				HAND	A	0.000					PAINTING				HAND	A	0.000
				PHYSICS				BERR	A	0.000					PHYSICS				BERR	A	0.000
				WLD HIS GEN				CLAR	A	0.000					WLD HIS GEN				CLAR	A	0.000

Format 32

NAME EYE, MAGNUM P.				COURSE NAME				TEAC	GP 4	CRED	NAME CONTRARY, MARY M.				COURSE NAME				TEAC	GP 4	CRED														
ID	4001	YEAR	2004-2005	AN GEOM	LAYM	A	A	0.000	ID	5001	YEAR	2004-2005	ALGEBRA II	LAYM	A	A	0.000	GRD	12	GEND	M	BAS ENGLISH 11	COUS	A	A	0.000	GRD	11	GEND	F	CHEM I	WEBB	A	A	0.000
PRESENT	ABSENT	TARDY		GERMAN IV	LAYM	A	A	0.000	PRESENT	ABSENT	TARDY		DRAWING	HAND	A	A	0.000	175	3	1		PAINTING	HAND	A	A	0.000	174	4	0		FRENCH III	BERR	A	A	0.000
CURRENT CREDITS: 4.5				LATIN IV	COUS	A	A	0.000	CURRENT CREDITS: 6.5				LATIN III	COUS	A	A	0.000	TOTAL CREDITS: 21				TOTAL CREDITS: 19.5				LATIN III	COUS	A	A	0.000					
				PHYSICS	BERR	A	A	0.000					SPANISH III	HAND	A	A	0.000																		
				WLD HIS GEN	CLAR	A	A	0.000																											
GPA SET				GPA	RANK	TTL RNK					GPA SET				GPA	RANK	TTL RNK																		
Cum				2.444	5	5					Cum				2.308	1	5																		
Qtr4				4.000	1	5					Qtr4				4.000	1	5																		

Permanent Record Labels
Procedural Checklist

Format 33

NAME EYE, MAGNUM P.			ID 4001	YEAR 2004-2005	NAME CONTRARY, MARY M.			ID 5001	YEAR 2004-2005			
			GRD 12	GEND M				GRD 11	GEND F			
PRESENT	ABSENT	TARDY	GPA SET		GPA	RANK	TTL RNK	GPA SET		GPA	RANK	TTL RNK
175	3	1	Cum	2.444	5	5		Cum	2.308	1	5	
CURRENT CREDITS: 4.5			TOTAL CREDITS: 24					CURRENT CREDITS: 6.5			TOTAL CREDITS: 45.5	
COURSE NAME	TEAC	GP 4	CRED		COURSE NAME	TEAC	GP 4	CRED				
		Qtr					Qtr					
AN GEOM	LAYM	A	0.000		ALGEBRA II	LAYM	A	0.000				
BAS ENGLISH 12	COUS	A	0.000		BAS ENGLISH 11	COUS	A	0.000				
GERMAN IV	LAYM	A	0.000		CHEM I	WEBB	A	0.000				
LATIN IV	COUS	A	0.000		DRAWING	HAND	A	0.000				
PAINTING	HAND	A	0.000		FRENCH III	BERR	A	0.000				
PHYSICS	BERR	A	0.000		LATIN III	COUS	A	0.000				
WLD HIS GEN	CLAR	A	0.000		SPANISH III	HAND	A	0.000				

Format 34

NAME EYE, MAGNUM P.			ID 4001	YEAR 2004-2005	NAME POTTS, JORDAN DANIEL			ID 4004	YEAR 2004-2005			
			GRD 12	GEND M				GRD 12	GEND M			
PRESENT	ABSENT	TARDY	GPA SET		GPA	RANK	TOTAL RANKED	GPA SET		GPA	RANK	TOTAL RANKED
175	3	1	Cum	2.444	5	5		Cum	2.875	2	5	
CURRENT CREDITS: 4.5			TOTAL CREDITS: 21					CURRENT CREDITS: 4		TOTAL CREDITS: 23		
COURSE NAME	TEAC	GP 4	CRED		COURSE NAME	TEAC	GP 4	CRED				
		Qtr					Qtr					
AN GEOM	LAYM	A	0.000		AN GEOM	LAYM	A	0.000				
BAS ENGLISH 12	COUS	A	0.000		BAS ENGLISH 12	COUS	A	0.000				
GERMAN IV	LAYM	A	0.000		GERMAN IV	LAYM	A	0.000				
LATIN IV	COUS	A	0.000		LATIN IV	COUS	A	0.000				
PAINTING	HAND	A	0.000		PAINTING	HAND	A	0.000				
PHYSICS	BERR	A	0.000		PHYSICS	BERR	A	0.000				
WLD HIS GEN	CLAR	A	0.000		WLD HIS GEN	CLAR	A	0.000				

Format 42

NAME CONTRARY, JASON WILLIAM			COURSE NAME	TEAC	GP 2	CRED	
					Qtr		
ID 7001	YEAR 2004-2005	BIOLOGY I		WEBB	B	0.000	
GRD 09	GEND M	FRENCH I		CLAR	A	0.000	
PRESENT			GERMAN I		LAYM	B	0.000
172	5	0	LANGUAGE ARTS		AUST	D	0.000
CURRENT CREDITS: 8			LATIN I		COUS	A	0.000
TOTAL CREDITS: 5			MATH 9		LAYM	C	0.000
			SOC STUD 9		AUST	D	0.000
			SPANISH I		BERR	A	0.000

Format 43

NAME CONTRARY, JASON WILLIAM			ID 7001	YEAR 2004-2005	NAME RING, NICOLE SUZANNE			ID 7003	YEAR 2004-2005
			GRD 09	GEND M				GRD 09	GEND F
PRESENT	ABSENT	TARDY	GPA SET		GPA	GPA SET			GPA
172	5	0	Avg1	3.250		TOTAL CREDITS: 8			
CURRENT CREDITS: 8			TOTAL CREDITS: 8						
COURSE NAME	TEAC	GP 2	CRED		COURSE NAME	TEAC	GP 2	CRED	
		Qtr					Qtr		
BIOLOGY I	WEBB	B	0.000		BIOLOGY I	WEBB	B	0.000	
FRENCH I	CLAR	A	0.000		FRENCH I	CLAR	A	0.000	
GERMAN I	LAYM	B	0.000		GERMAN I	LAYM	B	0.000	
LANGUAGE ARTS	AUST	D	0.000		LANGUAGE ARTS	AUST	D	0.000	
LATIN I	COUS	A	0.000		LATIN I	COUS	A	0.000	
MATH 9	LAYM	C	0.000		MATH 9	LAYM	C	0.000	
SOC STUD 9	AUST	D	0.000		SOC STUD 9	AUST	D	0.000	
SPANISH I	BERR	A	0.000		SPANISH I	BERR	A	0.000	

Format 44

NAME	CONTRARY, JASON WILLIAM		ID	7001	YEAR	2004-2005
			GRD	09	GEND	M
PRESENT	ABSENT	TARDY				
172	8	0				
CURRENT CREDITS:		8				
TOTAL CREDITS:		8				
COURSE NAME	TEAC	GP 2 Qtr	CRED			
BIOLOGY I	WEBB	B	0.000			
FRENCH I	CLAR	A	0.000			
GERMAN I	LAYM	B	0.000			
LANGUAGE ARTS	AUST	D	0.000			
LATIN I	COUS	A	0.000			
MATH 9	LAYM	C	0.000			
SOC STUD 9	AUST	D	0.000			
SPANISH I	BERR	A	0.000			

Format 62

NAME	Student11176, DEBRA		COURSE NAME	TEAC	Sem1 Avg	CRED
ID	8667	YEAR	2007-2008	INT ENG IV	C+	0.000
GR	12	GEND	F	INT MATH III	C+	0.000
HOME	Findlay City SD		MET 2 LAB	B	0.000	
PRESENT	ABSENT	TARDY	OGT/EMPLOY	B-	0.000	
0	0	0	PHYSICS	I	0.000	
CURRENT CREDITS:		0				
TOTAL CREDITS:		0				

Format 63

NAME	Student11176, DEBRA	HM SC	Findlay City SD	ID	8667	YEAR	2007-2008
				GR	12	GEND	F
PRESENT	ABSENT	TARDY					
0	0	0					
CURRENT CREDITS:		0	TOTAL CREDITS:		0		
COURSE NAME	TEAC	Sem1 Avg	CRED				
INT ENG IV		C+	0.000				
INT MATH III		C+	0.000				
MET 2 LAB		B	0.000				
OGT/EMPLOY		B-	0.000				
PHYSICS		I	0.000				

Format 64

NAME Student11176, DEBRA		ID 8667	YEAR 2007-2008
		GRD 12	GEND F
		HOME Findlay City SD	
PRESENT	ABSENT	TARDY	
0	0	0	
CURRENT CREDITS:		0	
TOTAL CREDITS:		0	
COURSE NAME	TEAC	Sem1	CRED
		Avg	
INT ENG IV		C+	0.000
INT MATH III		C+	0.000
MET 2 LAB		B	0.000
OGT/EMPLOY		B-	0.000
PHYSICS		I	0.000