1- Mailing Labels in PowerSchool

There are two different kinds of mailing labels available in PowerSchool, mailing labels that you print, peel, and stick on envelopes, OR you can print directly onto a blank envelope itself (see next page).

To print mailing label stickers first select a group of students. Typically you will want ALL students, of you can search just for HS (grade>8), MS (grade in 6,7,8) or elem (grade<6).

Once you have your group of students selected choose 'Print Mailing Labels' from the list of functions.

There are a few different kinds of mailing labels, they say slightly different things (see below). Select the report you want and Submit.

After the report finishes running open it in a PDF viewer. When you print the report make sure to turn page scaling off and uncheck any auto-rotate and center options. If these options are not set the mailing labels will not line up correctly.

***I would suggest printing one test page to make sure it fits before printing all your mailing labels.
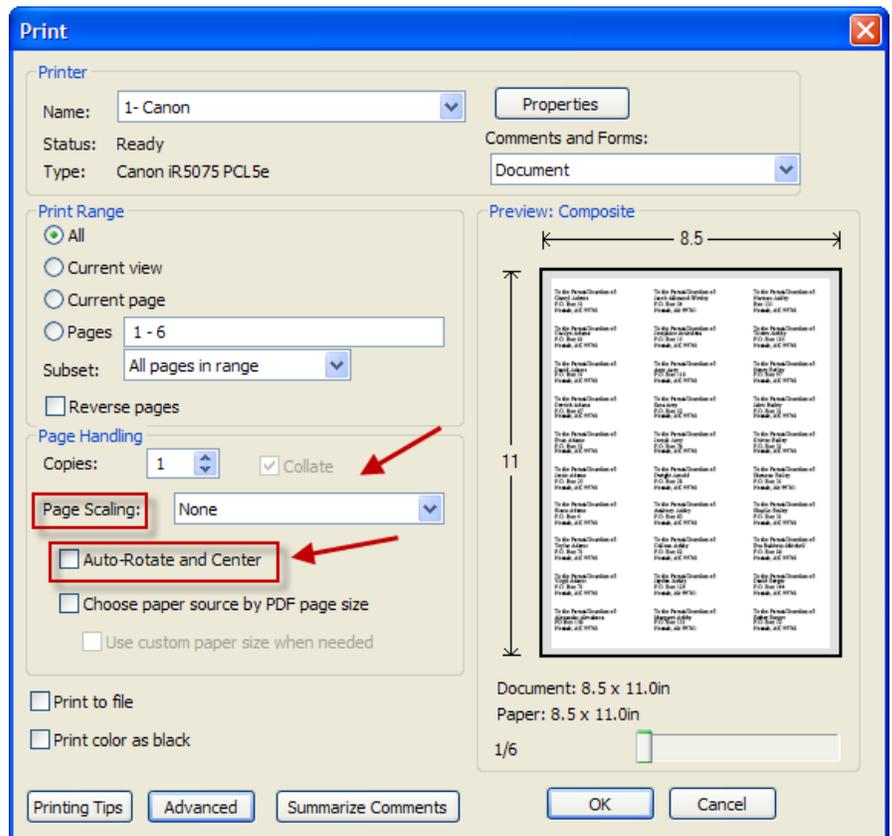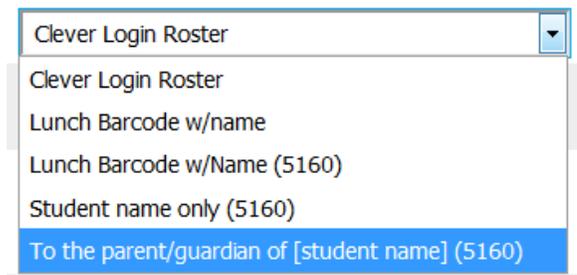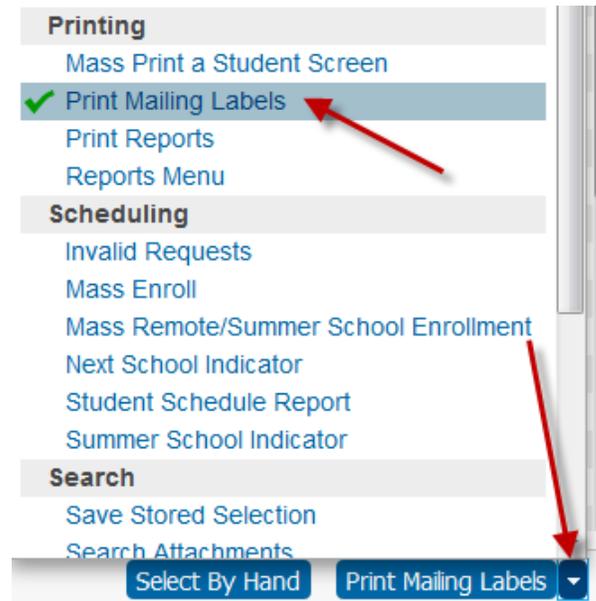
2– Mailing Labels in PowerSchool

To print addresses directly onto envelopes follow these directions.

Select your group of students, then choose Print Report from the list of functions.
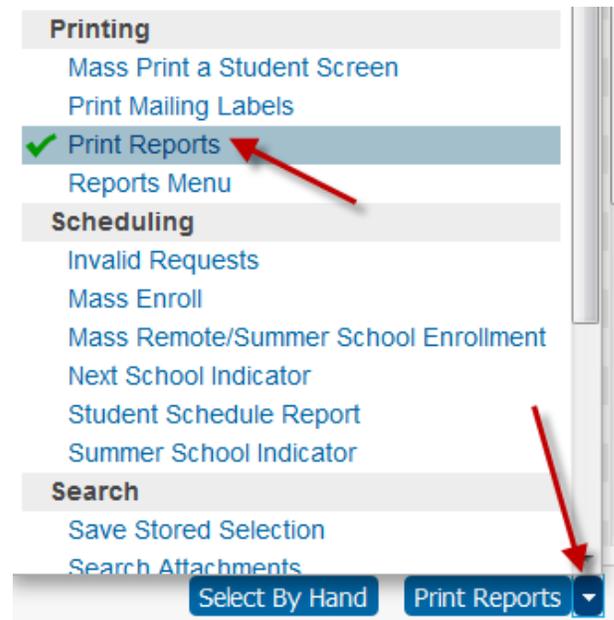
There are two options, choose the 'Envelope mailing label' if you have blank envelopes. Select 'Envelope mailing label, no return' if your envelopes have a return address on them.
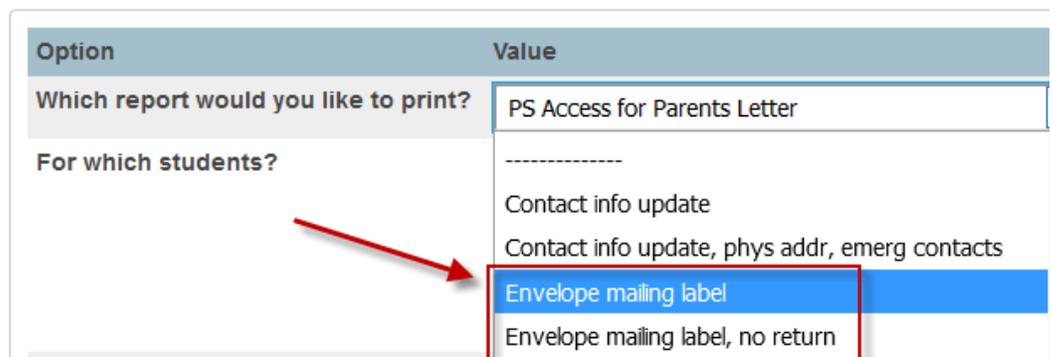
The 'Envelope mailing label' looks like this >

The 'Envelope mailing label, no return' looks like this >