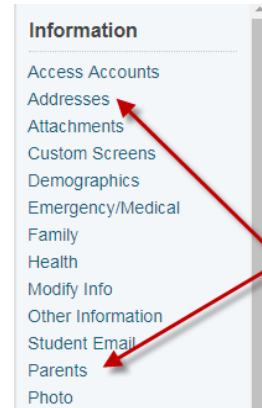


# Second Mailing Address, Mailing Labels

You can store a second mailing address for any student in PowerSchool. Use this when parents have separate mailing addresses and both want to receive school documents.

To enter a second mailing address for a student go to either the 'Addresses' or 'Parents' page in the Information section.

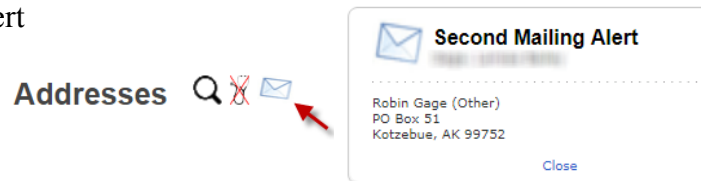
At the bottom of either page is the section where you enter the second mailing address.



Check the box to indicate the student has a second mailing address and enter the information. Choose a relationship from the drop-down menu. Submit when you are done.

<b>Second Mailing Address</b>			
<b>Send Second Mailing</b>	<input checked="" type="checkbox"/>		
<b>Second Guardian</b>	<input type="text" value="Robin Gage"/>	<b>Relationship</b>	<input type="text" value="Other"/>
<b>Mailing Address</b>	<input type="text" value="PO Box 51"/>		
<b>City, State, Zip</b>	<input type="text" value="Kotzebue"/>	<input type="text" value="AK"/>	<input type="text" value="99752"/>
<b>Submit</b>			

A student with a second mailing address will have an alert on their page, it looks like an envelope. If you click on the envelope it will show their second mailing address.



After you have entered second mailing addresses for students you can then search for them and print mailing labels.

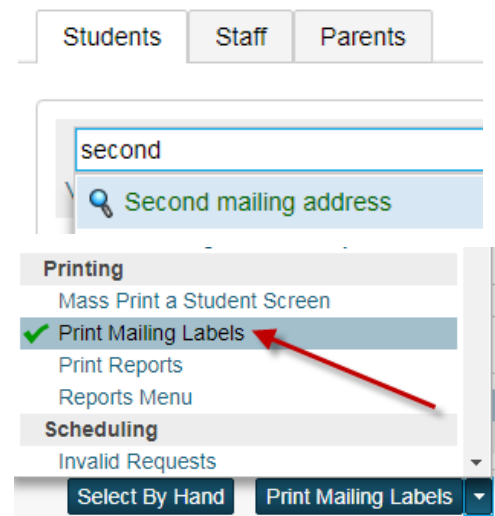
If you have your Smart Search turned on just type 'second' and the stored search 'Second mailing address' will come up, select it.

Or you can type this in your search  
U\_SECOND\_MAILING.mailing\_send2=1

With your students who have second mailing addresses selected you can choose the 'Print mailing labels' option from the list of group functions.

Choose either of the two options, both use 5160 mailing labels. If you need another kind of mailing label created let me know.

When printing mailing labels be sure to save as PDF and print using Adobe Reader so that you can set the print settings. Otherwise when you print it might not line up on the labels correctly.



- 2nd address- Parent/Guardian names (5160)
- 2nd address- Parent/Guardian names (5160)
- 2nd address- To the parent/guardian of [student name] (5160)

To: Robin Gage  
PO Box 51  
Kotzebue, AK 99752