



PowerSchool Extra Mailings Label Directions

In the form for each of your student contacts is a place to indicate whether that person is to receive letter mailings:

Receive letter mailings?	<input checked="" type="checkbox"/>
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You will see in the contact screen those contacts who have this option indicated:

Contact	Address
Contact Priority#1 Mary Adair (Mother) <input type="button" value="Modify"/>	1337 Greymont Ave Jackson, MS 39202 *Receives mailings*

To print mailing labels for these contacts:

1. Select students of interest
2. Choose **Reports** from the menu
3. Select the **Engine** tab
4. Click **Contact Mailing Labels (5160)**

This report will pull contacts flagged with '**receives mailings**' and create a PDF file that can be printed onto Avery 5160 mailing labels. The report can be run for a selected group of students or for all students at the school.