



## Locator Card Enhancements July 24, 2009

The **Print Student Locator Cards** and **Print Scheduling Locator Cards** forms both were redesigned to provide many new options and enhancements.

Print Locator Cards

2008-2009 Eagle Unified School District 7/24/2009

Style of Locator Cards Term to Print Sort Options Print Options

Print locator cards for

All students  
 Changes only

Clear Student List

Enter Student Numbers to Print (if not ALL)

Student #	Student Name
0	

Query IF:

Use Aeries QUERY SKIP/KEEP for complex conditions.

Print Preview

The **Print Student Locator Cards** form can be accessed through the **Student Data** form. Click the mouse on the **Reports** button on the lower right of the form.

Students  
2008-2009 Screaming Eagle High School 7/24/2009

Student Data 1 (STU) Student Data 2 (STU) Student Data 3 (STU) Secondary Student Data (SSD)

Stu#	Last Name	First Name	Middle Name	Suffix	Perm ID No.	Sex	Grade	Birthdate	Age
000002	Abdelnour	Alice			1576852322	F	9	4/13/1994	15

Parent/Guardian Area/Telephone Fathers Work Extn Mothers Work Extn Name/Addr Ver Verified Tag  
M/M A Abdelnour (777) 555-2865 (777) 555-3418 09/07/2008

Mailing Address City State Zipcode/Extn GridCd Interdist xfer / District Leave Date  
PO Box 90239 Eagle Point CA 90998

Residence Address City State Zipcode/Extn SchI Enter Dt Dist Enter Dt  
550 E Claraday #9 09/06/2006

Counselor Number/Name Locker Res SchI NxtSchI NxtGrd NxtTch Rcd Rel ParEd  
623 Monarch 1001 0 0 10 0 1

CorrLng Hm Lng LangFlu Prog AttPgm1 AttPgm2 Ethnicity Race Race/Ethnicity (EthCd)  
00 11 L 999

Test User2 User3 User4 Band GATE User7 User8 User9 User10 User11 User12 User13  
Y X

Check Status  Show Inactives  000002  Show  Adjust

1 Attendance 2 Supplemental 3 Medical 4 Discipline 5 Siblings 6 Contacts 7 Tests 8 Fees 9 Assessment 10 Counseling E SpecEd H Language I Interventions S Programs Z Crs Req  
J Classes K Grades L Transcript M Misc N CrsAttend O College I GATE Q DST Info

LOCATE UPDATE Print Preview OTHER

Backward Get Forward Add Change Delete UpdATT Print eXit Reports

Click the mouse on button **G. Print Student Locator Cards**.

Student Reports  
2008-2009 Screaming Eagle High School 7/24/2009

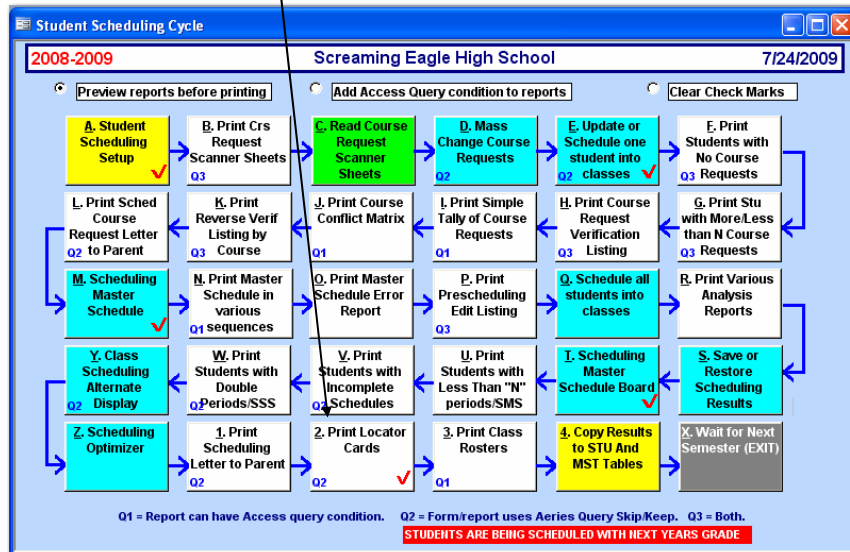
Preview reports before printing  Add Access Query condition to reports

A. Student Directory by Grade (narrow) Q3	B. Student Directory by Name (narrow) Q3	C. Student Directory by Grade (wide) Q3	D. Student Directory by Name (wide) Q3	E. Student Birthday Listing Q3
F. Student Directory by Class or Counselor Q1	G. Print Student Locator Cards Q2	H. Print Student Distribution Graph Q2	I. Print Ethnic Distribution Graph Q2	J. Print Student Directory by Address Q3
K. Labels to Parents (Avery 5160) Q3	L. Labels to Students (Avery 5160) Q3	M. One per Family Labels (Avery 5160) Q3	N. Print Grid Code Distribution Report Q3	O. Print Summary of Students by Grade, Ethnicity or Track Q3

Q1 = Report can have Access query condition. Q2 = Form/report uses Aeries Query Skip/Keep. Q3 = Both.

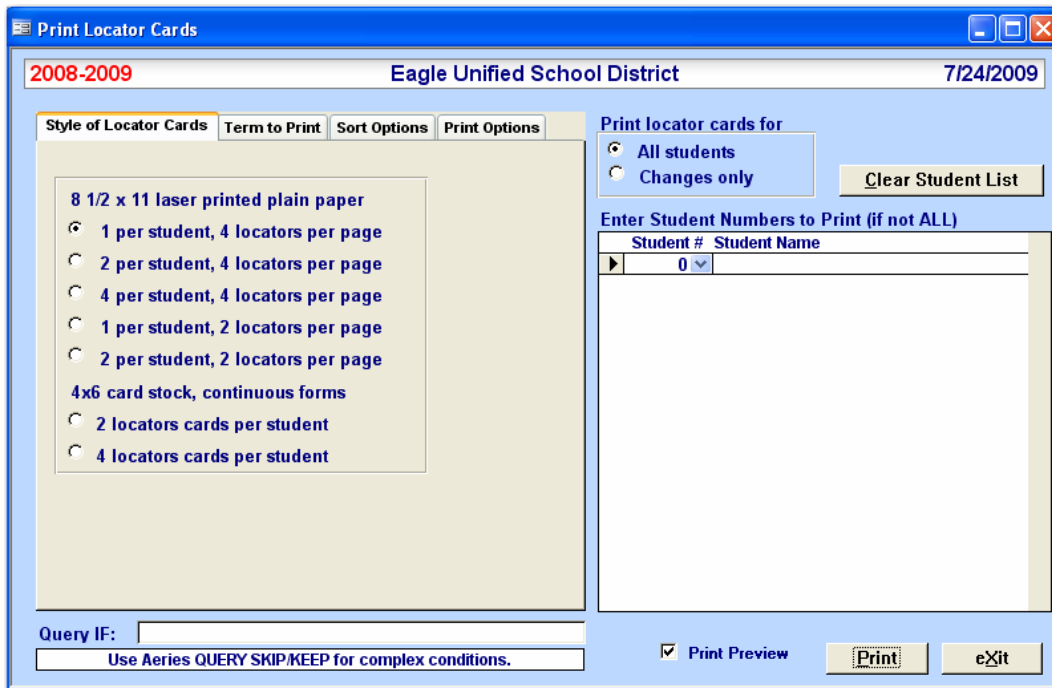
Filter student names on output for parent eXit

The **Scheduling Locator Cards** can be accessed through the **Student Scheduling Cycle** button **2. Print Locator Cards**.

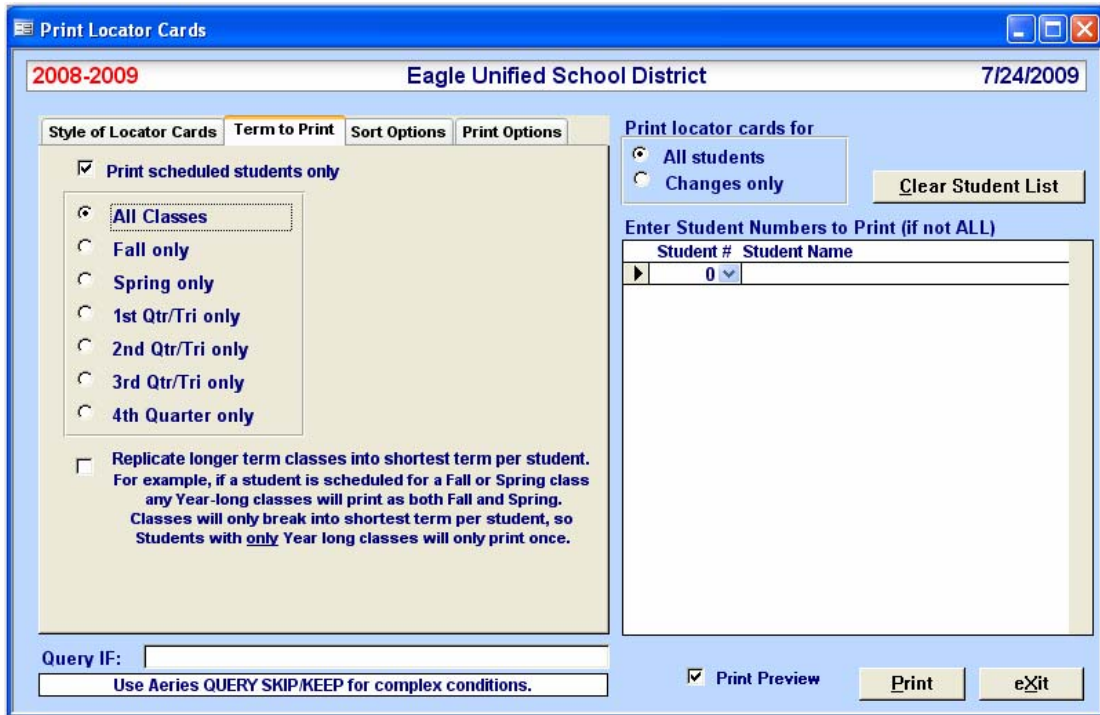


Both locator cards can also be accessed through **View all Forms**.

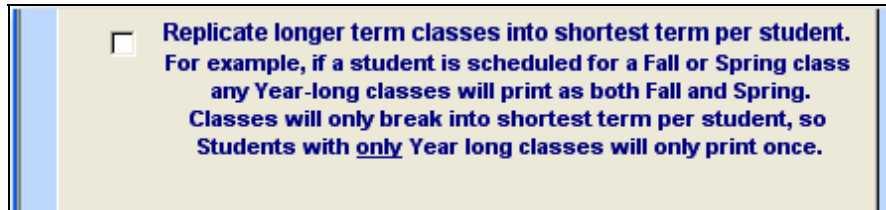
The **Print Locator Cards** form now has 4 new tabs. The first tab is **Style of Locator Cards**. This will determine how many students will print on the locator cards.



The new **Terms to Print** tab will display the terms available to print.



A new option was added that will **Replicate** classes depending on the terms.



Below are examples of two students using the **Replicate** option. The first students 5<sup>th</sup> period classes have terms of Fall and Spring and the other periods have a Year term. With the **Replicate** option selected the Year classes will replicate for each period as Fall and Spring.

Student Name	Student#	Perm ID#	Birthdate	Sex	Grade		
Abdelnour, Alice	2	1576852322	4/13/1994	F	9		
School					Enter Date		
Screaming Eagle High School					9/6/2006		
Class Schedule				Counselor: Monarch			
Per	Sm	Days	Sec#	Course ID	Course Title	Teacher Name	Room
0	F	MTWTF	003	0210	Office Training	Wright	BOff
0	S	MTWTF	003	0210	Office Training	Wright	BOff
1	F	MTWTF	263	0325	Sh Enq Lit I	Edwards	CD1
1	S	MTWTF	263	0325	Sh Enq Lit I	Edwards	CD1
2	F	MTWTF	236	0674	Phys Science ,CP	Sturgeon	D3
2	S	MTWTF	236	0674	Phys Science ,CP	Sturgeon	D3
3	F	MTWTF	1389	0625	Algebra A	Valbuena	S3
3	S	MTWTF	1389	0625	Algebra A	Valbuena	S3
4	F	MTWTF	518	0010	PE 9	Sanders	GYM
4	S	MTWTF	518	0010	PE 9	Sanders	GYM
5	F	MTWTF	1541	0255	Intro Cmpttr Lit	Milam	B3
5	S	MTWTF	563	0208	Bus Tech Core	Blackburn	C7
Parent/Guardian		Telephone		Fathers Work: 777-555-3118			
M/M A. Abdelnour		777-555-2865		Mothers Work:			
Home Address		City		Zip Code	Date		
PO Box 90239		Eagle Point		99998	7/24/2009		

The second student has all classes with **ONLY** the term of Year so even though the option was selected the classes will not be replicated.

Student Name		Student#	Perm ID#	Birthdate	Sex	Grade	
Abdo, Alice A		3	1576373523	7/21/1994	F	9	
School						Enter Date	
Screaming Eagle High School						8/23/2007	
Class Schedule					Counselor: Monarch		
Per	Sm	Days	Sec#	Course ID	Course Title	Teacher Name	Room
1	Y	MTWTF	1137	0416	Spanish I	Marruffo	B6
2	Y	MTWTF	1293	0301	English 9 CP	Wilcox	CD1
3	Y	MTWTF	454	0607	Algebra Cp	Nielsen	S7
4	Y	MTWTF	1444	0674	Phys Science,CP	Sturgeon	D3
5	Y	MTWTF	402	0530	Ed Technology	Shaffer	E4
6	Y	MTWTF	1664	0090	Athletics	Cooksey	GYM

The new **Sort Options** tab will determine how the locator cards and classes are sorted.

Print Locator Cards

2008-2009 Eagle Unified School District 7/24/2009

Style of Locator Cards Term to Print **Sort Options** Print Options

Print locator cards for

All students  
 Changes only

Clear Student List

Enter Student Numbers to Print (if not ALL)

Student #	Student Name
0	

Sort Locator Cards by...

Counselor  
 Period  
 Student  
 Grade

Sort Classes by...

Period, Term, Days  
 Term, Period, Days  
 Term, Days, Period

Show Line Break?

Vertically Sort the locators?

Query IF: \_\_\_\_\_

Use Aeries QUERY SKIP/KEEP for complex conditions.

Print Preview

Print eXit



When sorting by Counselor or Period, the locator cards will print in Teacher number order.

When sorting by **Counselor**, **Period**, **Student** or **Grade** there is no page break. The example below is sorting by **Counselor**. The first three students have the same Counselor of Monarch then the fourth student in the bottom right hand corner changes to Wilson.

Student Name	Student#	Perm ID#	Birthdate	Sex	Grade		
Abdelnour, Alice	2	1576852322	4/13/1994	F	9		
School					Enter Date		
Screaming Eagle High School					9/8/2006		
Class Schedule					Counselor: Monarch		
Per	Sm	Days	Sec#	Course ID	Course Title	Teacher Name	Room
0	Y	MTWTF	003	0210	Office Training	Wright	Boff
1	Y	MTWTF	263	0325	Sh Eng Lit I	Edwards	CD1
2	Y	MTWTF	236	0674	Phys Science, CP	Sturgeon	D3
3	Y	MTWTF	1389	0625	Algebra A	Valbuena	S3
4	Y	MTWTF	518	0010	PE 9	Sanders	GYM
5	F	MTWTF	1541	0255	Intro Cmntlr Lit	Milam	B3
5	S	MTWTF	563	0208	Bus Tech Core	Blackburn	C7
6	Y	MTWTF	1597	0321	Reading Fundmntl	Monarch	D-Co
Parent/Guardian		Telephone		Fathers Work: 777-555-3118			
M/M A Abdelnour		777-555-2865		Mothers Work:			
Home Address		City	Zip Code	Date			
P.O Box 90239		Eagle Point	99998	7/24/2009			

Student Name	Student#	Perm ID#	Birthdate	Sex	Grade		
Abdo, Alice A	3	1576373523	7/21/1994	F	9		
School					Enter Date		
Screaming Eagle High School					8/23/2007		
Class Schedule					Counselor: Monarch		
Per	Sm	Days	Sec#	Course ID	Course Title	Teacher Name	Room
1	Y	MTWTF	1137	0416	Spanish I	Marruffo	B6
2	Y	MTWTF	1293	0301	English 9 CP	Wilcox	CD1
3	Y	MTWTF	454	0607	Algebra Cp	Nielsen	S7
4	Y	MTWTF	1444	0674	Phys Science, CP	Sturgeon	D3
5	Y	MTWTF	402	0530	Ed Technology	Shaffer	E4
6	Y	MTWTF	1664	0090	Athletics	Cooksey	GYM
Parent/Guardian		Telephone		Fathers Work:			
M/M A Abdo		777-555-6823		Mothers Work:			
Home Address		City	Zip Code	Date			
4475 N Castleview		Eagle Point	99998	7/24/2009			

Student Name	Student#	Perm ID#	Birthdate	Sex	Grade		
Abrego, Alice A	10	1576975153	12/1/1994	F	9		
School					Enter Date		
Screaming Eagle High School					8/22/2001		
Class Schedule					Counselor: Monarch		
Per	Sm	Days	Sec#	Course ID	Course Title	Teacher Name	Room
0	F	MTWTF	763	0015	Marching PE	Schuler	L1
1	Y	MTWTF	548	0710	Hon World His	Siterlet	T3
2	Y	MTWTF	459	0417	Spanish II	Velasquez	BC1
3	Y	MTWTF	545	0614	Hon Geom/Tra Cp	Enos	R4
4	Y	MTWTF	1333	0308	Hon Eng 9 CP	Miller	C8
5	F	MTWTF	1269	0590	Music Aporectn	Schuler	L1
6	Y	MTWTF	1646	0675	Hon Phys Sci,CP	Schott	D6
Parent/Guardian		Telephone		Fathers Work: 777-555-4038			
M/M A Abrego		777-555-7682		Mothers Work: 777-555-6943			
Home Address		City	Zip Code	Date			
115 W Norgate St		Eagle Point	99998	7/24/2009			

Student Name	Student#	Perm ID#	Birthdate	Sex	Grade		
Ackermann, Kathrin A	13	1576832563	1/2/1993	F	10		
School					Enter Date		
Screaming Eagle High School					5/12/2003		
Class Schedule					Counselor: Wilson		
Per	Sm	Days	Sec#	Course ID	Course Title	Teacher Name	Room
1	Y	SECOND	1179	0608	Geometry Cp	Patterson	S5
2	Y	MTWTF	347	0657	Honors Biology	McCusker	D5
3	Y	MTWTF	244	0417	Spanish II	Graw	BC2
4	Y	MTWTF	621	0309	Hon Eng 10 CP	Nuno	C2
5	Y	MTWTF	1710	0862	ROP Ath Train	ROP-48-Mire	F7
6	Y	MTWTF	1623	0090	Athletics	Ingraham	GYM
Parent/Guardian		Telephone		Fathers Work: 777-555-2600			
M/M A Ackermann		777-555-6673		Mothers Work: 777-555-0896			
Home Address		City	Zip Code	Date			
1168 N Fine Ave		Eagle Point	99998	7/24/2009			

When selecting the option to **Sort by Period**, additional fields will be displayed.

Enter the **Period** and **Date to be handed out**. The locator cards will be sorted by the student's class schedule. A valid date from the calendar must be entered. If the student does not have a class with the selected period they will not be sorted and will print at the front of the locator card.

The teachers name for the selected period will print on the bottom right of the locator cards.

Student Name	Student#	Perm ID#	Birthdate	Sex	Grade		
Rodriguez, Jared P	1811	1575873353	10/31/1993	M	9		
School					Enter Date		
Screaming Eagle High School					12/8/1999		
Class Schedule					Counselor: Monarch		
Per	Sm	Days	Sec#	Course ID	Course Title	Teacher Name	Room
1	Y	MTWTF	636	0301	English 9 CP	Acosta	E2
2	Y	MTWTF	233	0550	Study Skills	Stephanik	E2
3	Y	MTWTF	607	0416	Spanish	Velasquez	BC1
4	Y	MTWTF	1407	1404	Algebra CPAVID	Volpe	E3
5	Y	MTWTF	611	0674	Phys Science, CP	Smith, S.	D2
School starts @ 7:55 am on Monday August 24th. The book store will be open.							
Parent/Guardian		Telephone	Fathers Work: 777-555-5251				
M/M R Rodriguez		777-555-9022	Mothers Work: 777-555-8511				
Home Address		City	Zip Code	Date			
5502 N Clydebank Ave		Eagle Rock	99999	7/24/2009			
Acosta							

Student Name	Student#	Perm ID#	Birthdate	Sex	Grade		
Spencer, Jody E	2011	1576843341	4/29/1994	F	9		
School					Enter Date		
Screaming Eagle High School					8/17/2005		
Class Schedule					Counselor: Monarch		
Per	Sm	Days	Sec#	Course ID	Course Title	Teacher Name	Room
1	Y	MTWTF	636	0301	English 9 CP	Acosta	E2
2	Y	MTWTF	233	0550	Study Skills	Stephanik	E2
3	Y	MTWTF	1305	1404	Algebra CPAVID	Volpe	E3
4	Y	MTWTF	431	0674	Phys Science, CP	Smith, S.	D2
5	Y	MTWTF	531	0010	PE 9	Sanders	GYM
6	F	MTWTF	1462	0255	Intro Cmpttr Lit	Milam	B3
School starts @ 7:55 am on Monday August 24th. The book store will be open.							
Parent/Guardian		Telephone	Fathers Work:				
M/M S Spencer		777-555-1201	Mothers Work:				
Home Address		City	Zip Code	Date			
992 N Bennington		Eagle Point	99998	7/24/2009			
Acosta							

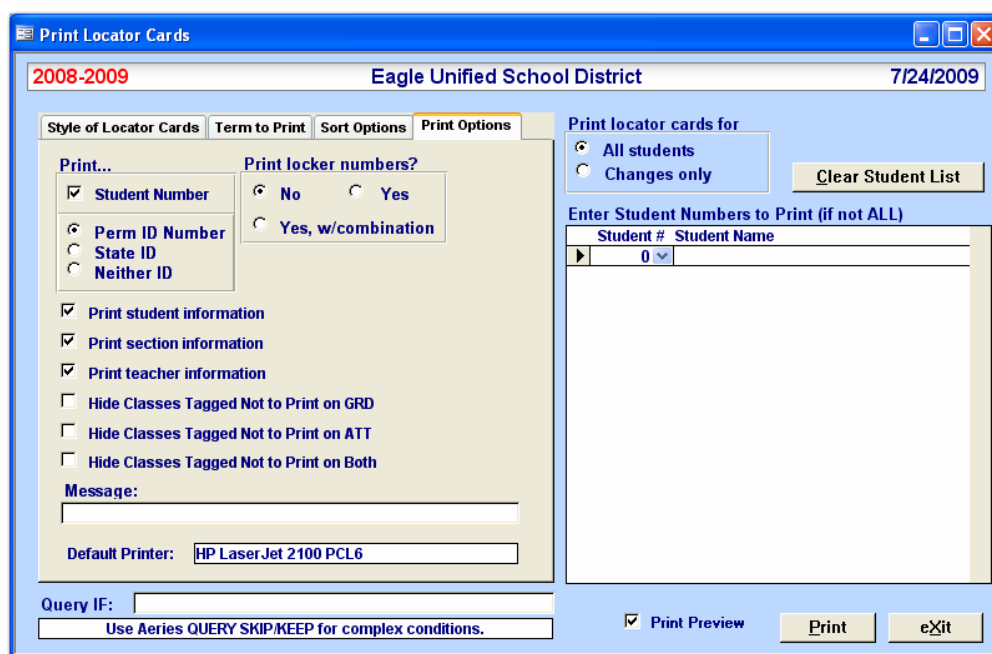
Student Name	Student#	Perm ID#	Birthdate	Sex	Grade		
Arzola, Fahd L	101	1576844481	6/17/1994	M	9		
School					Enter Date		
Screaming Eagle High School					9/3/2005		
Class Schedule					Counselor: Monarch		
Per	Sm	Days	Sec#	Course ID	Course Title	Teacher Name	Room
1	Y	MTWTF	1176	0955	World His/Geo	Bray	B5
2	Y	MTWTF	262	0951	English	Mailand	F2
3	Y	MTWTF	154	0952	Math	Staley	F4
4	Y	MTWTF	1494	0950	Int. Science	Goularte	C5
5	Y	MTWTF	531	0010	PE 9	Sanders	GYM
6	Y	MTWTF	104	0101	Art I	Castaneda	F8
School starts @ 7:55 am on Monday August 24th. The book store will be open.							
Parent/Guardian		Telephone	Fathers Work: 777-555-1353				
M/M A Arzola		777-555-1680	Mothers Work: 777-555-0100				
Home Address		City	Zip Code	Date			
3313 N Gila Dr		Eagle Rock	99999	7/24/2009			
8 ay							

Student Name	Student#	Perm ID#	Birthdate	Sex	Grade		
Attia, Todd M	110	1590574173	1/10/1994	M	9		
School					Enter Date		
Screaming Eagle High School					5/21/2007		
Class Schedule					Counselor: Monarch		
Per	Sm	Days	Sec#	Course ID	Course Title	Teacher Name	Room
1	Y	MTWTF	1176	0955	World His/Geo	Bray	B5
2	Y	MTWTF	262	0951	English	Mailand	F2
3	Y	MTWTF	154	0952	Math	Staley	F4
4	Y	MTWTF	518	0010	PE 9	Sanders	GYM
5	Y	MTWTF	402	0530	Ed Technology	Shaffer	E4
6	Y	MTWTF	1683	0950	Int. Science	Bray	M2
School starts @ 7:55 am on Monday August 24th. The book store will be open.							
Parent/Guardian		Telephone	Fathers Work: 777-555-8101				
M/M A Attia		777-555-6538	Mothers Work: 777-555-3288				
Home Address		City	Zip Code	Date			
1111 Blue Cove Ave		Eagle Rock	99999	7/24/2009			
8 ay							

The **Vertical Sort** option will sort the locator cards so that when the stacks of paper are cut, the presorted stacks can be placed on top of each other to create a pre-sorted stack.

The new **Print Options** tab will display what information will print on the locator cards.



- If the option **Print Student Information** is not selected, the student's birth date, sex, telephone numbers and address will not be printed on the locator cards.
- If the option **Print Section information** is not selected, the class period, days, term and section number will not be printed on the locator cards.
- If the option **Print Teacher information** is not selected, the teacher number, name and room will not be printed on the locator cards.
- **Hide Classes Tagged Not to Print on GRD** option will hide classes tagged with an X in the Tag field in the Master Schedule. MST.ST = X.
- **Hide Classes Tagged Not to Print on ATT** option will hide classes tagged with an Y in the Tag field in the Master Schedule. MST.ST = Y
- **Hide Classes Tagged Not to Print on Both** option will hide classes tagged with an Z in the Tag field in the Master Schedule. MST.ST = Z.

All three Hide options can be selected at the same time if applicable.

A **Message** can now be added to the locator cards. Enter the **Message** in the text field and it will print on all locator cards.

Student Name		Student#	Perm ID#	Birthdate	Sex	Grade	
Abejon, Tanya A		6	1576835063	2/26/1993	F	10	
School						Enter Date	
Screaming Eagle High School						5/12/2003	
Class Schedule				Counselor: Wilson			
Per	Sm	Days	Sec#	Course ID	Course Title	Teacher Name	Room
0	Y	MTWTF	025	1500	Tchr Aide	Monarch	ADM
1	Y	MTWTF	414	0309	Hon Eng 10 CP	Nuno	C2
2	Y	MTWTF	347	0657	Honors Biology	McCusker	D5
3	Y	MTWTF	314	0608	Geometry Cp	Odsather	R2
4	Y	MTWTF	1481	0209	Business Mngmnt	Blackburn	B1
5	Y	MTWTF	507	0417	Spanish II	Gray	BC2
6	Y	MTWTF	1688	0090	Athletics	Cooksey	GYM
School starts @ 7:55 am on Monday August 24th. The book store will be open.							
Parent/Guardian			Telephone	Fathers Work: 777-555-3310			
M/M A Abejon			777-555-6446	Mothers Work: 777-555-7596			
Home Address		City	Zip Code	Date			
112 W Callaman Dr.		Eagle Point	99998	7/24/2009			

The option to print for **All Students** or **Changes Only** is on the top left of the form. To print for All Students, click the radio button to **All Students**.

After all options are selected click the mouse on the **Print** button. A print preview of the Locator cards will display for all students with the options selected.

The following locator cards were run with the options selected.

- **Style of Locator Cards** – 2 per student, 4 locators per page
- **Term to Print** – Fall Only
- **Sort Options** – Student
- **Print Options** – Unchecked Print Teacher Information

Student Name		Student#	Perm ID#	Birthdate	Sex	Grade
Abea, Avrianna J		5	1577218053	9/5/1991	F	12
School						Enter Date
Screaming Eagle High School						9/3/2004
Fall Class Schedule						Counselor: Durbin
Per	Sm	Days	Sec#	Course ID	Course Title	
1	Y	MTWTF	1137	0416	Spanish I	
2	Y	MTWTF	1232	0210	Office Training	
3	Y	MTWTF	359	0505	Creativ Cooking	
4	Y	MTWTF	316	0708	Psychology Cp	
5	F	MTWTF	118	0704	Civics Cp	
Parent/Guardian			Telephone	Fathers Work: 777-555-6495		
M/M A Abea			777-555-7213	Mothers Work: 777-555-4866		
Home Address		City	Zip Code	Date		
1121 E Durfee		Eagle Point	99998	7/24/2009		

Student Name		Student#	Perm ID#	Birthdate	Sex	Grade
Abejon, Tanya A		6	1576835063	2/26/1993	F	10
School						Enter Date
Screaming Eagle High School						5/12/2003
Fall Class Schedule						Counselor: Wilson
Per	Sm	Days	Sec#	Course ID	Course Title	
0	Y	MTWTF	025	1500	Tchr Aide	
1	Y	MTWTF	414	0309	Hon Eng 10 CP	
2	Y	MTWTF	347	0657	Honors Biolog	
3	Y	MTWTF	314	0608	Geometry Cp	
4	Y	MTWTF	1491	0209	Business Mngmnt	
5	Y	MTWTF	507	0417	Spanish II	
6	Y	MTWTF	1688	0090	Athletics	
Parent/Guardian			Telephone	Fathers Work: 777-555-3310		
M/M A Abejon			777-555-6446	Mothers Work: 777-555-7596		
Home Address		City	Zip Code	Date		
112 W Callaman Dr.		Eagle Point	99998	7/24/2009		

Student Name		Student#	Perm ID#	Birthdate	Sex	Grade
Abea, Avrianna J		5	1577218053	9/5/1991	F	12
School						Enter Date
Screaming Eagle High School						9/3/2004
Fall Class Schedule						Counselor: Durbin
Per	Sm	Days	Sec#	Course ID	Course Title	
1	Y	MTWTF	1137	0416	Spanish I	
2	Y	MTWTF	1232	0210	Office Training	
3	Y	MTWTF	359	0505	Creativ Cooking	
4	Y	MTWTF	316	0708	Psychology Cp	
5	F	MTWTF	118	0704	Civics Cp	
Parent/Guardian			Telephone	Fathers Work: 777-555-6495		
M/M A Abea			777-555-7213	Mothers Work: 777-555-4866		
Home Address		City	Zip Code	Date		
1121 E Durfee		Eagle Point	99998	7/24/2009		

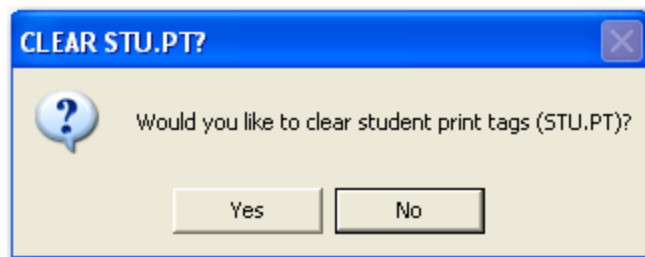
Student Name		Student#	Perm ID#	Birthdate	Sex	Grade
Abejon, Tanya A		6	1576835063	2/26/1993	F	10
School						Enter Date
Screaming Eagle High School						5/12/2003
Fall Class Schedule						Counselor: Wilson
Per	Sm	Days	Sec#	Course ID	Course Title	
0	Y	MTWTF	025	1500	Tchr Aide	
1	Y	MTWTF	414	0309	Hon Eng 10 CP	
2	Y	MTWTF	347	0657	Honors Biolog	
3	Y	MTWTF	314	0608	Geometry Cp	
4	Y	MTWTF	1491	0209	Business Mngmnt	
5	Y	MTWTF	507	0417	Spanish II	
6	Y	MTWTF	1688	0090	Athletics	
Parent/Guardian			Telephone	Fathers Work: 777-555-3310		
M/M A Abejon			777-555-6446	Mothers Work: 777-555-7596		
Home Address		City	Zip Code	Date		
112 W Callaman Dr.		Eagle Point	99998	7/24/2009		



**NOTE:** The Print Locator Cards For Changes Only option is NOT available for the Scheduling Locator Cards.

To print for students who have had schedule changes, click the button on **Changes Only**.

After printing the locator cards for **Changes Only** a message will display.



Click the mouse on the **Yes** button if finished printing the **Changes Only** locator cards. If not finished and if the students with **Changes Only** may need to be run again, click the mouse on the **No** button.

The ability to select individual students has been added to the right side of the form.

Print Locator Cards

2008-2009 Eagle Unified School District 7/24/2009

Style of Locator Cards Term to Print Sort Options Print Options

Print locator cards for

All students  
 Changes only

Clear Student List

Enter Student Numbers to Print (if not ALL)

Student #	Student Name
0	

Select the students using the scroll bar or by entering a student number.

Print Locator Cards

2008-2009 Eagle Unified School District 7/24/2009

Style of Locator Cards Term to Print Sort Options Print Options

Print...

Student Number  
 Perm ID Number  
 State ID  
 Neither ID

Print locker numbers?

No  Yes  
 Yes, w/combination

Print locator cards for

All students  
 Changes only

Clear Student List

Enter Student Numbers to Print (if not ALL)

Student #	Student Name
6	Abejon, Tanya
*	0

Use the **Clear Student List** to clear the students who were selected.

After all students and options are selected click the mouse on the **Print** button. A print preview of the Locator cards will display of the student selected with the options selected.

The following locator cards were run with the options selected.

- **Style of Locator Cards** – 4 per student, 4 locators per page
- **Term to Print** – All Classes
- **Sort Options** – Student
- **Print Options** – Neither Perm ID, Unchecked Print Student Information and Print lockers with combination

Student Name		Student#	Grade				
Abejon, Tanya A		6	10				
School		Locker	Combination				
Screaming Eagle High School		1003	12-25-33				
Spring Class Schedule		Counselor: Wilson					
Per	Sm	Days	Sec#	Course ID	Course Title	Teacher Name	Room
0	Y	MTWTF	025	1500	Tchr Aide	Monarch	ADM
1	Y	MTWTF	414	0309	Hon Eng 10 CP	Nuno	C2
2	Y	MTWTF	347	0657	Honors Biology	McCusker	D5
3	Y	MTWTF	314	0608	Geometry Cp	Odsather	R2
4	Y	MTWTF	1481	0209	Business Mnamnt	Blackburn	B1
5	Y	MTWTF	507	0417	Spanish II	Gray	BC2
6	Y	MTWTF	1888	0090	Athletics	Cooksey	GYM
							Date
							7/24/2009

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