

INSTRUCTIONS: This form is used to request student labels or listings. Please complete Parts I and II, and submit to Data Control Center, Room 134 CESC.

PART I: REQUESTOR INFORMATION

Name of Requestor _____ Title _____

Forward Labels/Listings to: School/Department _____

Requesting Labels/Listings for: School Name _____ School # _____

_____/_____/_____
Signature, Principal/Director Date

PART II: REQUEST TYPE

STUDENT NAME LISTS

- Job Number 20231 – **STUDENT NAME LIST – Alphabetical by Grade Level** No. of Copies
Included in this list are the students' ID number, name, grade, sex, section number, race, birthdate, address, and phone number.
- Job Number 20232 – **STUDENT NAME LIST – Alphabetical by School** No. of Copies
Included in this list are the students' ID number, name, grade, sex, section number, race, birthdate, address, and phone number.

STUDENT NAME LABELS

Any of the name labels listed below can be produced either on a label or a paper listing. Select your preference:

- Job Number 2016 – **STUDENT NAME LABELS**
Alphabetical by Entire School or Grade Level (9-inch label).....No. of Sets
These labels are generally affixed to the students' permanent record cards. Labels contain the student number, name, sex, race, and birthdate. Routine labels are provided once a year for Head Start and Kindergarten students. These routine labels DO NOT have to be requested.
SELECT ONE: Alphabetically by Entire School **SELECT ONE:** Label
 Grade Level(s); specify _____ Paper Listing
- Job Number 20090 – **STUDENT NAME LABELS**
Alphabetical by Entire School or Grade Level (4-inch label).....No. of Sets
These labels are generally affixed to student folders and MCPS Form 565-3: *Permanent Student Record Card*. Labels contain student name, ID #, birthdate and school number.
SELECT ONE: Alphabetically by Entire School **SELECT ONE:** Label
 Grade Level(s); specify _____ Paper Listing
- Job Number 20003 – **STUDENT MAILING LABELS**.....No. of Sets
These labels can be produced in one of the following ways.
SELECT ONE: Alphabetically by School Ethnic Designation **SELECT ONE:** Label
 Alphabetically by Grade Sex Paper Listing
 Grade Level(s); specify _____ Zip Code
 Attendance Section; specify _____