Labels and Batch Forms

First generate a found set:

Printing labels or batch forms first requires a found set (search). Use the search function located on the Status Bar [🔍 Search]. Review the Using the Search Feature in SIRAS document for more information on how to use the Search Page. If you are a Provider and in your caseload, then you do not need to do a search assuming you want all the students in your caseload as a found set.

Labels:

First place Avery Labels in your printer. SIRAS supports Avery 5160 (address labels) and Avery 05266 (file folder labels)

Open SIRAS and after generating a found set; then go to Tools menu and select 'Labels and Batch Forms'.

Enter the label preferences:

- Avery Label type
- Type of salutations
- Mailing contact:
  - Only mailing contact
    - In the Contacts located under Student Info / Personal Profile / Contacts each contact has a checkbox 'Mailing address'. If the contact is checked SIRAS will print out all contacts that have has the 'Mailing address' checked for each record.
  - All contacts
    - This option will print out ALL contacts associated with the record regardless if the 'Mailing address' checkbox has been checked.
- Alignment of address

Once the preferences have been selected, click the **Create Labels** button. This will generate a PDF of the labels to be printed. Print the PDF to print the Avery labels.

Batch Forms:

The Batch forms will allow you to print a found set of forms from the student's current IEP.

17486 students selected.		
[RPT 7] CASEMIS Postsecondary Follow-up	Find post-secondary students	
Bus Service Request	Find special transportation students	
Bus Service Request (ESY)	Find special transportation students	
[IEP 4] State Wide Assessments		Create batch forms

There are three columns:

The first column is the name of the form to be printed in batch.

The second column is a required auto search, i.e. **Find Post-secondary students** button. Currently the auto search only exists for the 'CASEMIS Post Secondary Follow Up' form which will find all the students who graduated with either a diploma or certificate last school year; and the 'Transportation (BSR)' form(s) that will search for all students who have 'special transportation' checked on their IEP.

The third column is the button that will **Create the batch form**. Once this button is checked, SIRAS will generate at the bottom of the page a link that when clicked will open a PDF of the batch forms.

To print the generated PDF to click the associated 'download' link at the bottom of the Labels and Batch Forms section. If you do not see the generated 'download' link after clicking the **Create batch forms** button, click the **Refresh** button. We suggest that you delete the generated batch form when it will no longer be needed.

Completed labels and batch forms may be deleted from this area after one month. If you wish to save the files permanently, please download them to your computer.

Saved Files Refresh				
Filename	**Description**	**Created**		**Delete**
[IEP 4] State Wide Assessments 4/3/2017.pdf	[IEP 4] State Wide Assessments	4/3/2017 7:34 PM by Steve Ormbrek	Download	✖
Avery Labels (5160).pdf	Address labels	3/24/2017 11:21 AM by Steve Ormbrek	Download	✖
[RPT 6] CASEMIS Postsecondary Follow-up 2/18/2016.pdf	Post Secondary Forms	2/18/2016 7:20 PM by Steve Ormbrek	Download	✖