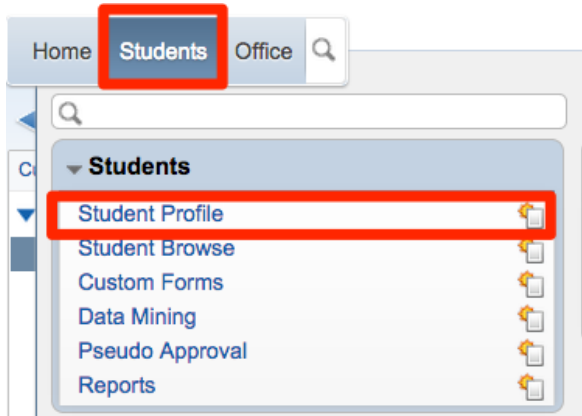
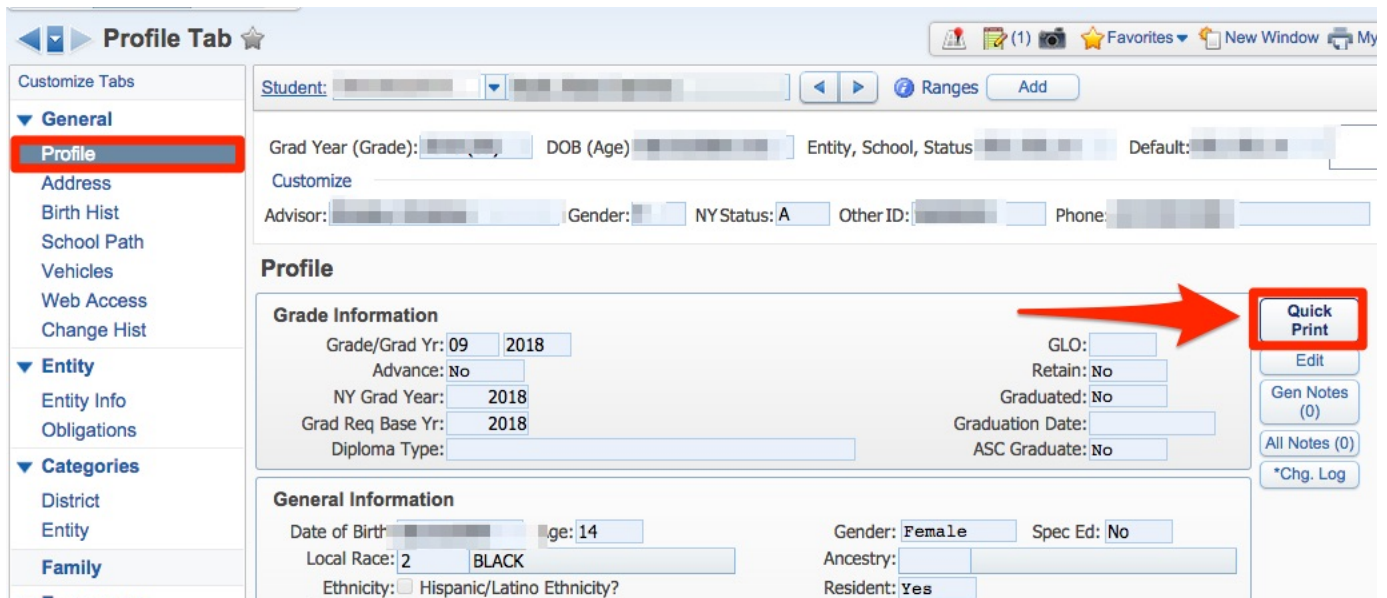


Printing an Addressed Envelope for a Single Student for Office Staff

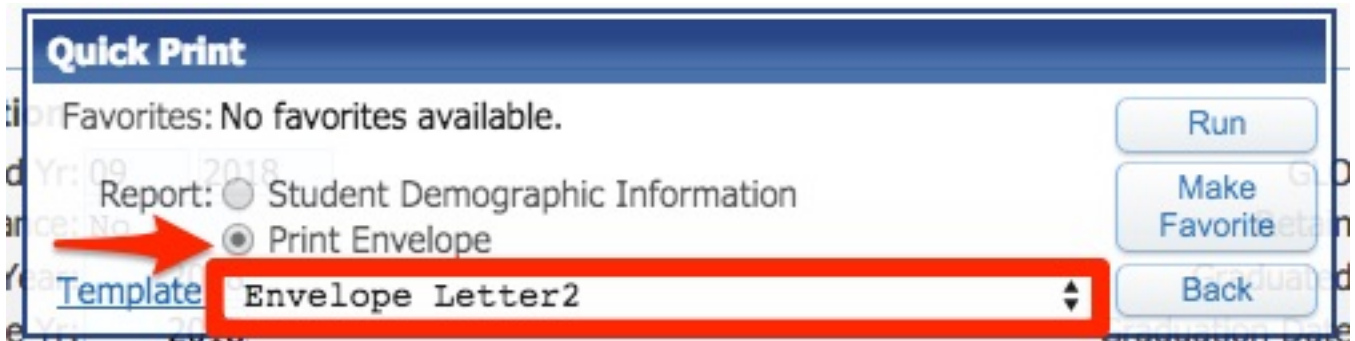
1. From the **Students** tab, click on **Student Profile**



2. Locate the student. Click on the profile tab then **Quick Print**.



3. Click **Print Envelope** and then choose your envelope from the drop down. Click **Run**.



4. You can now print this on an envelope.