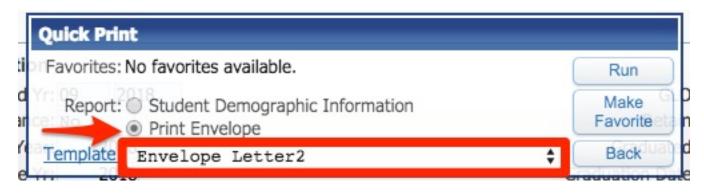
1. From the **Students** tab, click on **Student Profile** 



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

✓ ■ Profile Tab 會		🔝 📝 (1) 📷 🔶 Favorites 💌 🐑 New Window 🖷
Customize Tabs	Student:	Add
<ul> <li>General</li> <li>Profile</li> </ul>	Grad Year (Grade): DOB (Age)	Entity, School, Status
Address Birth Hist School Path Vehicles Web Access Change Hist	Customize Advisor:	/ Status: A Other ID: Phone:
	Profile	
	Grade Information Grade/Grad Yr: 09 2018	GLO: Quick Print
▼ Entity	Advance: No	Retain: No Edit
Entity Info Obligations	NY Grad Year: 2018 Grad Reg Base Yr: 2018	Graduated: No Gen Notes Graduation Date: ASC Graduate: No All Notes (0) All Notes (0)
▼ Categories	Diploma Type:	ASC Graduate: No All Notes (U *Chg. Log
District	General Information	
Entity	Date of Birth ge: 14	Gender: Female Spec Ed: No
Family	Local Race: 2 BLACK	Ancestry:
	Ethnicity: Hispanic/Latino Ethnicity?	Resident: Yes

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



4. You can now print this on an envelope.