

## Sample Queries for Senior Mailing Lists to include Early Grads

**Mailing Labels ?** Print these labels whenever a 12<sup>th</sup> grade mailing goes out.

Please remember to put a check mark in the "Include Inactive Students" box on the query panel screen.



LIST STU "To the Parent/Guardian of: " \ FN LN \ AD \ CY ST ZC IF HSG = 110 AND LD < 3/10/2010

**Ordering Diplomas?** Print out the Query below and include it with the list you give your vendor who prints them.

LIST STU SN LN FN GR ED LD SP IF GR = 12 AND LD = 01/28/2010

