

Bulk Mailing and PowerSchool Mailing Labels

USPS Bulk Mailing Rules:

1. Minimum 200 pieces of mail.
2. Contents must be exactly the same and contain no personal information.
3. Mail must be presorted by zip code.

PowerSchool Steps to print mailing labels in zip code order:

1. Select All students
2. Click on Group Functions in lower left corner
3. Select Print Mailing Labels
4. Select the Options as follows (see below):
 - a. Mailing Label Layout: select the desired layout from the drop down
 - b. How Many Pages: select All Pages
 - c. Sort Order: select Mailing Zip Code
 - d. Click the Submit button.

PowerSchool

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School: Van Horn High School Term: 15-16 Year

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Print Mailing Labels

Option	Value
Print Mailing Labels For	The selected 943 students
Use this mailing label layout:	3-Up Parent Labels
How Many Pages?	<input type="radio"/> One page only <input checked="" type="radio"/> All pages
Sort Order?	<input type="radio"/> Student's last name <input checked="" type="radio"/> Mailing Zip Code <input type="radio"/> Address Zip Code <input type="radio"/> Homeroom
When to print	ASAP /

Submit