

## Volume 7: SchoolWrite Newsletter

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Welcome to the SchoolWrite newsletter

This Newsletter is for the world-wide SchoolWrite community of those involved in school administration, providing:

- Information to help you make better use of SchoolWrite's features,
- News of SchoolWrite developments, and
- Tips gathered from other SchoolWrite users.

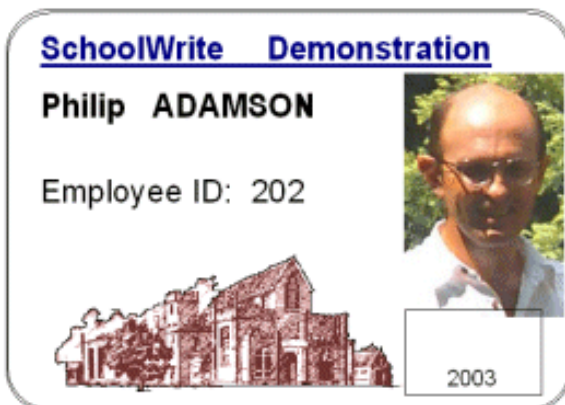
Current software version

The current download version of SchoolWrite software is: **3.2a.05**

The download location is [www.schoolwrite.com](http://www.schoolwrite.com)

Staff ID's

**Teaching and non-teaching staff have their photos stored in the SchoolWrite Payroll. Visual identification assists with the accuracy of data entry, and photo ID's may also be printed.**



Renew trial Registration Key:

[Renew](#)

A user Registration Key for a further trial period will be emailed to you. Please supply the NAME of the school

Unsubscribe:

[Unsubscribe](#)

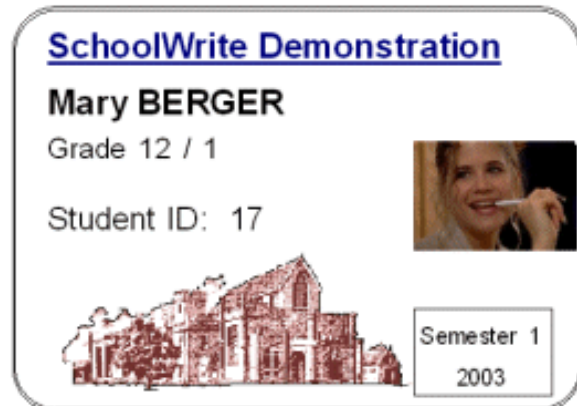
This email has been sent to you because you requested and received a trial Registration Key for SchoolWrite software

Student ID's

**Security on campus is essential for all schools and colleges. Photo ID's are available for both students and staff.**

Student Photos provide a visual ID when entering data on Student screens. Student photos assist accuracy.

Student photos are printed in Home Class lists, which are also viewed on the SchoolWrite Intranet.



Student photo ID card.

ID Label stationery

**Photo ID's may be printed to fit available laminating pouches, or plastic label envelopes.**

Photo ID's for students are printed from the Students - Printouts and Reports sub-menu. Photo ID's for staff are printed in the Payroll - from the Payroll printouts sub-menu.

Photo ID's may be set to print across the page, and down the page. Eg on an A4 sheet, print 2 labels across and 4 labels down the page. The labels can then be guillotined and laminated in ID label pouches. Best results are obtained with a colour printer.

Student ID labels may be printed in bulk by school year or by Home Class. Individual Student labels may also be printed for late-starting students, or to replace lost ID's.

The contents of the Photo ID may be varied to suit. Eg The school logo may be printed, or if not required a signature line may be printed in its place. Semester number, date, etc may also be printed if security is enhanced with current updates to the ID label; different colour papers may be used for different semesters.

This is just another of the ways in which SchoolWrite helps to improve security on the campus.