Form: **New Student Labels**

If you have new tudents starting class after the Student Labels have been created and sent to you but before your artwork is sent for the scan phase, please complete this form.

- Please write the student first & last name, grade, and teacher on the back of the artwork in pencil so that we can correctly match up the artwork when it is received.
- Please place these artworks in a separate folder marked "needs label" so that we can easily identify them when artwork arrives.
- Do not affix any label to the front of the artwork.

This information must be submitted to us before you send any artwork for scanning. We will generate label(s) and then affix them to the artwork when it arrives. Email to: gallerylabels@originalworks.com

Information can also be sent via an Excel spreadsheet using the format shown below.

School/Organization__________________________________ Code:____________

Student First Name	Student Last Name	Teacher	Grade