

New Student Label Form

Online Gallery Program

If you have Twelve (12) or fewer new students, or students who have changed classes after the Student Labels have been created, but before you have sent the artwork for scan phase, please input the student information on this form. Next, place the artwork for these students, along with this completed New Student Label Form in a folder marked "Needs Labels", and send it with the rest of the labeled artwork.

If you have Thirteen(13) or more new students, or students who have changed classes after the Student Labels have been created but before you have sent the artwork for scan phase, then please submit another student file to us **electronically** containing this information. This file should be e-mailed to OWYHQ@Originalworks.com

Next, include the artwork for these students in a separate folder marked "Needs Labels", and send it with the rest of the labeled artwork. In both of the above cases, we will generate the labels and affix them to the artwork prior to processing.

Please include the following information for each student:

First Name	
Last Name	
Teacher	
Grade	
Student Code *	

First Name	
Last Name	
Teacher	
Grade	
Student Code *	

First Name	
Last Name	
Teacher	
Grade	
Student Code *	

First Name	
Last Name	
Teacher	
Grade	
Student Code *	

*Please leave this field blank and we will assign a unique Student Code to each label