# STUDENT LABELS

To ensure that we have the proper student data setup for your school's gallery, we create a student label from the information that you provide. Each student artwork requires a label before it can be uploaded to your Online gallery.

**File types accepted**
- Microsoft Excel
- .txt
- .csv

**Information required**
- Student First Name
- Student Last Name
- Teacher
- Grade

**Preparing the information to send**
- Please include all students/grade in one (1) list.
- Each grade/class should follow the next one in order.
- **Do not** break grades/classes out into individual tabs or sheets.

**Student privacy**
We understand that student privacy is of utmost importance. Student names do NOT appear in the Online gallery. This is done to protect the privacy of each student.

**Submitting your data**
- Email your data to **gallerylabels@originalworks.com**
- Include your school name in the subject line along with "label file"
  ie: *Caldwell Elementary label file*

**Receiving your printed labels**
- Original Works will create and print your student labels.
- Labels will be sent to the school in your supply box or via USPS Priority mail.

*Example of correct data formatting:*

| First Name | Last Name | Teacher | Grade |
|---|---|---|---|
| Mary Grace | Crumley | Garcia | 1 |
| Bryson | Diaz | Garcia | 1 |
| Ethan | Dorsey | Matthews | 2 |
| Clay | Forster | Matthews | 2 |
| Dylan | James | Donnelly | 3 |
| Julie | Kneeshaw | Donnelly | 3 |

**New or additional students?** If you have new students or students 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 and send a copy of the "**New Student Label Form"** on the next page.

**Questions?** Please contact our Customer Service Department for any questions your may have about creating your student list. 800.421.0020 or CS@originalworks.com