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 OWYHQ@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