

# New Student Label Form

## Online Gallery Program

If you have a new student 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 use this form to send the new student information to us.

Please write the new student information on the **back** of the artwork so that we can correctly match up the artwork when it is received. 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.

**Please include the following information for each student:**

School Name: \_\_\_\_\_ School 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 *	

First Name	
Last Name	
Teacher	
Grade	
Student Code *	

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

Email completed form to [gallerylabels@originalworks.com](mailto:gallerylabels@originalworks.com) or fax to 518.584.9293