

YEARBOOK SENIOR PORTRAITS ENGLEWOOD HIGH SCHOOL

ALL SENIORS MUST FOLLOW THESE GUIDELINES

DUE BY: FRIDAY, OCTOBER 30, 2020


SENIOR PICTURE REQUIREMENTS:

- *Photos should be a waist up pose. No full body shots. No hands near face-arms and hands should not be above the waist. No knees blocking the body.
- *No photos of students lying on the ground.
- *Clothing and jewelry must be in accordance with school dress code guidelines. Refer to the SCHOOL STUDENT MANUAL for specific details.
- *No hand gestures or hand sign.
- *NO props (this includes animals, hats, cars, sunglasses, musical instruments, weapons, or other people).
- *Simple background, please. (Trees, rocks, columns should not block student)
- *Either indoor or outdoor photos are accepted.
- *No texture, name stamping, embossing, logo or date stamp.
- *Photos MUST BE VERTICAL. No horizontal photos.

THERE IS NO FEE ASSOCIATED WITH SUBMITTING SENIOR PICTURES TO THE ENGLEWOOD HIGH SCHOOL YEARBOOK.

Seniors who DO NOT submit a senior portrait will have a choice: 1) Lifetouch portrait, 2) ID Photo, 3) ON-SITE senior photo session

HOW TO submit a SENIOR PICTURE: (pick one option)

-  Download the “Yearbook Snap” in your IOS or Android app store
Enter our school name and the access code: 2021
Upload from your phone (Format: Last name, First name, senior photo)
- Go to www.yearbookforever.com
Enter our school name and access code (2021) and upload from your computer
- Send pictures directly to us via our yearbook adviser karla_shotts@engschools.net
- ON-SITE senior photo session (HELD IN FEBRUARY) Student gets one picture for the yearbook and two (2) printed 5x7 images provided as a courtesy of the Journalism/Yearbook CTE program.
- Put photo on an SD card and hand-deliver it to Yearbook room 2119
You must give SD card to adviser, wait for photo to be uploaded, and take back your SD card
Due to the high number of photos, you MAY NOT drop off SD card
File format: .jpg
At least 2”x 3” (bigger is better)
Head should be approx. 1/3 of photo
300 dpi quality (bigger is fine, and better)
The file name for each students should be: Last name, First name, Middle initial.jpg
ex: smith, john d.jpg

YEARBOOK RESERVES THE RIGHT TO EDIT OR CROP ANY PICTURE TO MEET SPECIFICATIONS

We reserve the right to reject any senior picture from a photographer or individual if it does not meet the requirements outlined here. Both the studio and the senior will be informed of the problem and given a chance to retake the portrait or choose an alternative portrait for the book, provided it will not jeopardize any yearbook deadlines.

PLEASE CONTACT, KARLA SHOTTS, YEARBOOK ADVISER, IF YOU HAVE ANY QUESTIONS:

**YEARBOOK OFFICE-ROOM 2119
ENGLEWOOD HIGH SCHOOL
karla_shotts@engschools.net**