

May 23, 2023

Parents and students of the class of 2024,

As this school year comes to an end and your senior year begins, the Accolade Yearbook staff is already busy making plans to deliver the best book for your senior year and we need your help. The following information regarding submission of senior portraits is very important, so please read it carefully! **Photographs that do not meet yearbook specifications will not be published.**

The deadline for submitting baby pictures and parent note is **October 13, 2023**. The deadline for submitting senior pictures is **October 27, 2023**. Photos received after their due date may not be published in the yearbook. Photos will need to be uploaded by clicking on this link: <https://images.jostens.com/0EFaOF-FmXiskpIV249mu5Q>

**We will only accept digital pictures of your child. Please do not send photographs for us to scan in.**

Plan ahead and discuss with your photographer how much time they will need to edit photos after the shoot. This may take a month or longer!

**Please inform your photographer of the following criteria for senior photos:**

- Upload **ONE digital photo** of the senior.
- Photo quality needs to be **300 PPI (DPI for scanning photos)** or higher, at least a 4x6" photo, and a jpeg.
- Portraits should be **vertical shots**. Head and shoulder shots work the best, due to the size of the image in the yearbook.
- **No props, hats or hands covering the face in photos.**
- No borders or special effects.
- **Hunting rifles or other weapons (real or handmade)** are not allowed.

We realize that this may not be your favorite pose or the one you choose to exchange with friends, but these guidelines will ensure consistency in the yearbook.

**Process for uploading senior photos:**

1. Go to: <https://images.jostens.com/0EFaOF-FmXiskpIV249mu5Q>
1. Choose the photo to be uploaded.
2. Provide your contact information. (If the photographer is uploading the photo, this information should be his/hers.)
3. Provide image information.  
\*Type the student's complete first and last name as it appears on Campus Portal. It is extremely important to spell the student's name correctly, and use their given name on record (not nickname).
6. Select grade 12 from the dropdown menu.
7. Under description, type in baby photo or senior portrait (depending on the photo uploaded).
8. Check the box to agree to the terms and conditions and upload chosen image.
9. Click on "Upload Chosen Images" to complete the process.
10. The person who is listed in the contact information will receive an email confirming their submission.

**Additional information for the parent note:** Please make sure to email your parent note to [yearbook@spectrumhighschool.org](mailto:yearbook@spectrumhighschool.org). Notes should be no longer than 25-30 words, so they can fit in the space provided. Longer notes will either be made shorter, or printed in a smaller font. In the subject of the email, note the senior's name so we are placing the correct note with pictures.

Sincerely,

Jessica Favre, Yearbook Adviser

[Yearbook@spectrumhighschool.org](mailto:Yearbook@spectrumhighschool.org)

**\*\*Please note. I will be on maternity leave until mid-November and will not be checking my email. Questions should be directed to the yearbook staff and will be responded to when the school year begins.\*\***