

16 August 2017

Parents and students of the class of 2018,

As this school year kicks off, the Accolade yearbook staff is busy making plans to deliver the best book for your Senior 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 **Photographs that do not meet yearbook specifications will not be published.**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 2, 2017**. The deadline for submitting senior pictures is **October 30, 2017**. Photos received after their due date may not be published in the yearbook.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/408933682>

**We will only accept digital pictures of your child.**

Plan ahead; senior pictures should be taken by the beginning of October to give your photographer time to prepare your photo for the yearbook.

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

- Upload **ONE digital photo** of the senior.
- Photo quality needs to be **300 DPI** or higher, at least a 2x3" 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, however we will accept full-body photographs.
- **No props, hats or hands covering the face in photos.** No borders or special effects.
- **Hunting rifles or other weapons (real or handmade)** should be pointed in the air, not at the photographer.
- Please refrain from putting in your logo or copyright into the shot, as they take away from the published photo and senior. Students will not have access to the full-resolution images and so will not be able to print high quality photos.

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 baby and/or senior photo:**

1. Go to <https://images.jostens.com/408933682>
2. Choose the photo to be uploaded.
3. Provide your contact information. (If the photographer is uploading the photo, this information should be his/hers.)
4. Provide image information.  
\*Type the student's complete first and last name as it appears on their 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). If your son/daughter goes by a nickname, please add that here (ie. Nick Smith, rather than Nicholas).
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 e-mail confirming their submission.

**Additional information for the baby photo:** Please make sure to e-mail your baby 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, note the senior's name so we are placing the correct note with pictures.

Sincerely,  
Jessica Kemnitz, Yearbook Adviser  
[jkemnitz@spectrumhighschool.org](mailto:jkemnitz@spectrumhighschool.org)