

Senior Class of 2018 Yearbook Picture Information

All senior portraits must be **SUBMITTED** to the yearbook staff **BEFORE**:

Friday, November 3rd 2017

- The preferred format for submitting a senior picture this year is by **emailing your photo to southridge.suns.yb@gmail.com**. If you do not receive a reply from a member of the yearbook staff within 48 hours that means your email was not received.
- Please make sure all files are emailed as **“FULL RESOLUTION”** or **“ORIGINAL SIZE”**
- Pictures must be in **JPEG** format, other formats may be rejected or result in your senior picture not being placed in the yearbook. **Do not submit a scan of a printed photo. The quality will be too low.**
- You may turn in senior photos on a **CD, DVD, flash drive** to Mr. Johnson in room E203. CDs and DVDs will **NOT** be returned unless special arrangements are made with the Yearbook Advisor. **Flash drives must have a name tag attached if you want them back.**

GIVE THIS FORM TO YOUR PHOTOGRAPHER SO THEY KNOW OUR REQUIREMENTS!

Senior Pictures Must be in Digital Format!!

Print copies of photographs will NOT be accepted.

Senior Yearbook Portrait Guidelines & Requirements:

The following guidelines will assist a senior and his/her photographer in submitting an appropriate photograph for the yearbook:

1. The portrait shall be of the graduating senior **only**. **No props will be allowed in the portrait submitted to the yearbook for the senior portrait pages; this includes hats, musical instruments and sports paraphernalia. Clothing in pictures must meet school dress code. If you have a concern regarding a pose or the acceptability of a photo please contact the SHS yearbook advisor. (It is highly recommended that you verify the acceptability of a pose or photo concept prior to visiting the photographer.)**
2. The portrait must be a **full color** picture. **Black and white or other duotone pictures will not be accepted.**
3. **Picture dimensions must be PORTRAIT (2” wide, 3” tall) NOT LANDSCAPE (3” wide, 2” tall). This is a 2 by 3 vertical aspect ratio (standard wallet size format) and must be submitted in digital format. The yearbook staff reserves the right to crop pictures, if necessary for proper layout and design considerations.**
4. **Photo submissions will not be returned unless prior arrangements are made with the SHS yearbook advisor.**
5. If a senior chooses a head and shoulder portrait, the **head must not exceed 1 1/4” from the chin to the top of the hair.**
6. Seniors who do not submit a senior photo will have their school portrait used in the yearbook. If they do not have a school portrait taken, their photo will not appear in the senior portrait section of the yearbook.
7. A list of all received and accepted photos will be posted on the bulletin board outside the library during the first week of November. Notice will be placed in the bulletin and on the school web site. It is the responsibility of the graduating senior to verify that their name is correct and their picture has been accepted.
8. Portraits must be submitted by **Friday, November 3rd 2017**. The Yearbook Staff will retain the right to make the final selection of the picture to be published and notify seniors (that are submitted on time) no later than **Tuesday, November 10th** if there are any issues or rejections. **The Southridge High Yearbook staff reserves the right to determine the acceptability of all submissions based on the above criteria, as well as other legitimate concerns.**
9. In the event a picture is rejected, the senior will have the right to appeal the decision of the Yearbook Staff by submitting a letter to the yearbook advisor no later than Friday, **November 13th, 2017**. The regular appeal process will be followed. The order for appeals follows:

1. Yearbook Advisor 2. Building Principal 3. Director of High Schools 4. Superintendent 5. School Board