

Attention Class of 2018!!!!!!!!!!!!!!



It's time to schedule an appointment for your Senior portrait. Please show this letter to your parents and definitely bring this to your studio at the time of your appointment, especially if you are going to a studio outside the Appleton area. With all the photographers and photo possibilities out there, there is need to set some specifications for your yearbook shot.

1. **All senior portraits should be delivered to West by mid October, with November 1, 2017 as an absolute deadline. Mrs. Tracy Sturtevant will be collecting the photos at West. (sturtevantrac@aasd.k12.wi.us)**
2. The picture must be a standard portrait (head and shoulders ONLY, but outdoors is fine, as long as the background is somewhat neutral – vertical pose not horizontal). Attire must be school appropriate – no hats, no spaghetti straps or strapless tops, shirts with alcohol or drug references, etc. Also, no props, friends, pets, outside poses with cars/weapons, or backgrounds that are distasteful/loudly colored. Tell the photographer you need a neutral background.
3. The picture can be submitted as a print or as a digital file (jpeg). We prefer the digital file e-mailed to Mrs. Sturtevant at school as it saves us some time. (sturtevantrac@aasd.k12.wi.us)
4. The picture needs to be a standard wallet size with a measurement from eyebrow to chin of $\frac{3}{4}$ ". We reserve the right to reject or re-crop photos that do not meet the requirements listed above. Photos should be 300 dpi at 2 inches x 3 inches.
5. If the picture is not delivered by **November 1, 2017** it will **NOT** be in the yearbook and we will use your student ID picture instead.

Start making your appointments now and do not wait until the last minute. Remember that it takes several weeks for the studio to process the photos.

Thanks, Mrs. Tracy Sturtevant and Mrs. Laura Heller