

SENIOR PORTRAIT REQUIREMENTS AND DEADLINES

Dear members of the class of 2019:

The deadline to submit senior portraits for printing in the 2017-2018 yearbook is January 31. Please feel free to have your pictures taken at the studio of your choice. There are guidelines that must be followed for the yearbook photo in order to maintain consistency in the senior portrait section of the book. Please observe the following requirements when selecting your yearbook pose:

Senior Portrait Requirements:

- Digital image on a CD, flash drive, etc. (jpeg @300dpi) or hard copy image
- Images should be wallet sized or larger (2.5" x 3.5") (prints will not be returned unless requested)
- Head size should be 1.5" (measured from the top of the head to the bottom of the chin)
- All pictures must be submitted in full color (no sepia or black-and-white)
- Vertical portraits only
- Head and shoulders only (no hands, arms, or other body parts may appear)
- Background should be a **studio background** (muted gray, blue, brown, tan, etc.): **Outside shots will not be used.**
- Have your photographer leave enough space around your face to allow for the yearbook staff to feature you at your best within the design
- **Dress is semi-formal.** This means...
 - **Males:** solid-color collared shirts, polos or sweaters. Ties, sport coats or suit coat are optional
 - **Females:** dress suits, dresses, formal blouses or sweaters
 - **Both:** Do not violate Jackson's Student Handbook. For instance, not hats; no sunglasses; no revealing or distasteful clothing (suggestive, revealing, or low-cut clothing is not permitted); no clothing that promotes alcohol, drugs, tobacco, firearms, or that contains obscene or profane language or illustrations. You can locate the Student Handbook on the high school's website if you have questions.
- No signatures or watermarks on the image (names, graduation years, etc.).
- Note: pictures with "soft focus" appear blurred upon reproduction.
- The yearbook staff has the right to request a different photograph if the above guidelines are not met.
- Students who do not submit a senior portrait OR fail to follow the requirements have the option to use their Lifetouch portrait in the yearbook.

Submission protocol:

WE WILL NOT ACCEPT EMAILED IMAGES!

You must submit either a hard copy image or a photo on a CD, flash drive, etc.

*****Images MUST be at least 300dpi!*****

Mail: Jackson High School Yearbook
7600 Fulton Dr NW
Massillon, Ohio 44646

Hand in : Mrs. Gregory's mailbox in the Main Office at JHS

*Photos, CDs and flash drives submitted to the JHS Yearbook **will not be returned** unless you specifically request that the photo be returned. If you want the photo returned, please provide a self-addressed, stamped envelope.

Please take this letter to your sitting appointment when your student is being photographed and show the requirements to the photographer. A digital copy can be found on the Yearbook website as well.

Thank you,
Mrs. Gregory and the Yearbook Staff