

Attention Seniors and Parents:

Senior pictures **MUST** be turned in to the yearbook staff by **February 15th**. Your senior picture **WILL NOT** appear in the yearbook if you miss this deadline! Your picture also **must meet the senior picture requirements**. These requirements include:

1. Your picture must be a **head and shoulder shot, or one that can be cropped to focus on the head and shoulders**.
2. Your picture can be an **indoor or outdoor shot with a school appropriate background**.
3. Your picture must be in **color**.
4. Your picture must be **correctly sized**. (2 ¼ by 3 ¼ inch print size with a head size between 1 ½ and 1 ¼ inches.)
5. It must be a **vertical shot**.
6. If your picture is in a digital format, it must be **at least 300 DPI** for the best quality reproduction.
7. You may turn in your senior picture in one of three ways:
 - a. **Upload** your photo by going to the Charlotte High School Website (www.charlottenet.org/charlotte_high_school.html) and clicking on the community upload banner. The access code is “**orioles**.”



- b. **Scan** your photo onto a CD or DVD **labeled** with the correct spelling of your full first and last name. *Please make sure you do not turn in a CD or DVD you need returned.*
- c. **Provide** a wallet-sized picture in an envelope with the correct spelling of your first and last name on the front. *Please make sure you do not turn in a picture you need returned.*

Remember – if your senior picture is not turned in by **February 15th**, or it does not follow the picture requirements, **YOUR PICTURE WILL NOT APPEAR IN THE 2018/2019 YEARBOOK!!!** The yearbook staff reserves the right to reject photos that do not comply with the above requirements.

*Some tips for senior pictures:

- If you or your parents do not want to spend a lot of money on senior pictures, Contact Mr. Hejnal at 517-541-5600 ext.5645 to make arrangements.

- **Get your pictures in early!!!** If problems arise close to the deadline and you can't get your CD or DVD in on time, you will miss out on being in your senior yearbook!

- The yearbook staff will make every effort to include a photo of you in our yearbook. That means **we can and will use your school photo** if it is an appropriate photo (no goofy glasses, silly hair, etc.). This is a totally free option since you are taking your school photo for your ID anyway!