

Attention Seniors and Parents:

Senior pictures **MUST** be turned in to the yearbook staff by **February 1st**. 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 **traditional head and shoulder shot**. (No hands or props in the photo.)
2. Your picture must be an **indoor shot with a traditional background**. (No scenery, brick, or outdoor backgrounds.)
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. (It is your responsibility to ensure the pixel aspect ratio is correct. The yearbook staff is not responsible for correcting photos that are stretched or improperly formatted.)
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 1st**, 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!