

Senior Photo Guidelines

The following information regarding submission of senior portraits is very important for yearbook and for graduation, so please read it carefully. Photographs that do not meet the following specifications will not be published in the 2023-2024 yearbook or used for graduation.

Deadline FOR PORTRAITS

The deadline for submitting 2 senior portraits is **November 1, 2023**. Portraits received after this date may not be published in the yearbook.

Deadline FOR GROWING UP, CANDIDS, AND SENIOR ADS

The hard deadline for submitting pictures is **January 22, 2024**, for senior tributes ads or graduation.

Follow directions below for senior portraits, growing up, and candid photos. Purchasing a Senior Tribute ads for the yearbook is a separate process.

Photo Submission Process

TO SUBMIT senior photos upload to the website **images.jostens.com**. We will no longer take hard copy photos or photos submitted via email, upload, or USB drive. Directions and code are below.

Please plan ahead. Pictures should be taken by early September to give your photographer time to prepare your photo for the yearbook. It is the parent's/student's responsibility to choose a photographer.

Photo Requirements for Yearbook and Graduation (We will share)

- Upload **TWO** full color senior portraits, **JPEG (.jpg) file of digital photos, one FORMAL, one INFORMAL**. Do **NOT** upload PNG or TIFF files. Very important!
- Photo quality needs to be a minimum of **300 DPI** or higher for "actual size" of photo.
 - This is because a high-resolution photo is important for publishing purposes.
 - For formal photos, we will **NOT** accept horizontal photos. Vertical only.
 - The yearbook prefers a formal photo with straight-on, head and shoulders shot for the portrait section of the yearbook, the graduation printed program, and hall display.
 - For the formal portrait, no props, or hands by the face in photos. No borders or special effects. Please be aware of lighting. We need to see the senior's face.
 - Simple, neutral backgrounds look best in the yearbook.
- The informal portrait is used for the Senior Wills page and the Graduation Video, and so more freedom can be used with choice of photo and background; however, for both formal and informal, please note the following:
 - No revealing clothing, short shorts or skirts, or cleavage or midriff tops
 - No facial piercings
 - Only neatly groomed facial hair on male students
 - No photographer name or logo
- See samples of formal vs. informal acceptable photos below.
- Upload **Two "Growing Up" photos** for the Class Video.
 - Often a baby or toddler picture and a middle school grade picture are appropriate.
 - These **do not** have to be school photos.
- Optionally, upload any group **CANDID** photos that you wish from past years that include as many students as you can find.
 - These are for the Graduation "Memories" video.
 - If a group shot, 75 percent of the people should be enrolled seniors.

DIRECTIONS: Process for Uploading Senior Photos

Process for submitting/uploading senior portrait, etc.:

1. Go to images.jostens.com OR follow “senior portrait upload” link posted on school’s website.
2. Login using the following information, User ID: **OpKW1mLGuY04hiPXV1TcF8g**
3. Choose the photo to be uploaded. Each student may only submit ONE photo at a time.
4. Provide parent or photographer contact information. (Person uploading the photo should enter his/her information.)
5. Provide IMAGE information.
 - * Type student’s first and last name as you would like it to appear in the yearbook.
 - * It is extremely important to spell the student’s name correctly.
6. Select grade 12 from the drop-down menu
7. In the description field, type: senior formal, informal, growing 1, growing 2, or candid group.
8. Click the box to agree to terms and conditions
9. Click on “upload chosen images” in gray box to complete the process
10. You will see a confirmation page and should receive a confirmation email shortly after you submit your photo.

Sincerely,

Susan Eibes, Yearbook Adviser
Email: seibes@mcamustangs.org

Acceptable Formal Photos



Informal portrait: Not acceptable for formal portrait (May be used for Senior Wills page and Graduation Video):

