

Dear Senior Class of 2024 and Parents,

Within this document you will find important information regarding your senior pictures. Please pay attention to this entire document, whether in bold or not.

Just a quick overview of what is due to Mrs. Gregg by Monday, October 3, 2023

1. Your senior picture
2. Your baby picture

We recommend that you have your senior picture taken this summer to make sure that you can make deadlines. ***Due to the yearbook production schedule, we cannot provide extensions.***

First Requirement: The Senior Photo

Picture:

- Must be a formal headshot (head and shoulders only)
- Picture may be either in color or black and white
- Attire for your picture must be neat, clean and modest
- Students should have a PA Appropriate hairstyle - hair color naturally occurring in humans
- No hats or immodest accessories
- Males must be clean-shaven
- Females must wear a modest neckline with no cleavage or strapless top/dress
- A collared shirt is recommended for males
- No props should be used
- The best results for the yearbook will come from digital originals
- ***If you fail to provide your senior picture by October 3, 2023, or your submission does not comply with our senior portrait guidelines, your regular school picture will be used for the yearbook***

Dimensions:

- Photo should be vertical composition, not horizontal
- Minimum photo size must be 2 x 3 inches at a resolution of 300 ppi

Second Requirement: Baby Picture

The Senior section of the yearbook will include both senior and baby pictures.

- Please send a digital image. You should scan a large photo to get a high resolution photo. If you do not have a scanner, there are a variety of places where you can have a photo scanned. (Walgreens, Target, CVS, etc.)
- You should be wearing clothes in the photo!
- If you do not meet the October 4th deadline, your baby picture will not be included in the yearbook.

The Deadline

- **Monday, October 3, 2023 at the latest. This is a firm deadline!**
- Email your photos to kate.gregg@providenceacademy.org. Please include your name in the subject line.
- Please make sure that your photographer will not require us to sign a release for your photo. Your photo will be used in a variety of school related events/publications. (Yearbook, Gala, Graduation, etc.)

PA reserves the right to:

- Edit your photo in order to make it compliant with the stated rules (if possible)
- Reject your photo and request a new one. This makes it more incumbent upon you to provide a photo to us in a timely manner.
- Reject your submission in part or whole, if it is not received by Mrs. Gregg by the above stated deadline.

Thank you in advance,
Mrs. Gregg