

# Important information for seniors and parents:

## Senior portraits — Upload online by Dec. 15

All Senior portraits must be submitted online under the Yearbook Snap tab. Go to [yearbookforever.com](http://yearbookforever.com), search for International Academy West and select the IA West link to continue. Click on the Yearbook Snap image.



### From the Yearbook Snap page:

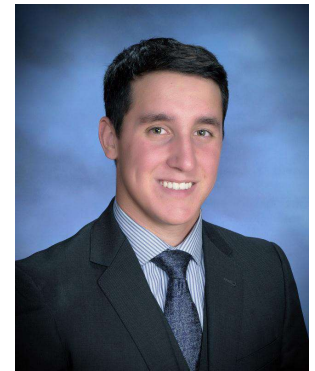
- Enter **IAwest** as the access code and select Enter.
- Click on Upload Photo and select a photo to upload from your computer or device. **Make sure your file is 300 dpi.**
- Once it uploads, select Portraits from the drop-down menu.
- **Fill in your student's formal name** and click Submit Photos.

### IMPORTANT:

- You must work with your photographer to determine when you will need to be photographed to upload your picture by the Dec. 15 deadline. **Schedule early, so you do not miss this deadline.**
- If you use a photographer other than Prestige, the only way to guarantee your portrait makes it into the yearbook is to personally check with Ms. Donalda Webster before the deadline.
- You or your photographer must upload your photo by the due date. This is not the date of your photo shoot. This is the date by which Ms. Webster needs the photo.

### SPECS:

- Use the portrait above as a guide for sizing, attire and quality.
- Approx 2x3 in., color retouched photographs, head and shoulders, both eyes showing.
- Distance from top of head to chin is 1.25 in.
- Medium blue/gray/brown background
- No hands or props showing
- Soft focus is accepted
- No shoulders showing or low-cut tops



\*Be aware that portraits not meeting these guidelines will not be accepted.

### A Few Photographers in your Area:

- Tara Johnson Photography (248) 318-2751
- Masserman Photography (248) 346-6791
- Focal Point Photography (248) 478-1113
- Master's Touch Photography (248) 789-0188
- Lieberman Photography (248) 706-0100
- Unique Image Studio of Photography (248) 666-8907