

ROBBINSDALE AREA SCHOOLS



Who Are We?

We are **Kemmetmueller Photography**, your district's new school photography provider! We are a locally-owned family business that has operated in the Greater Lake Minnesotan area for over 45 years. We are the fastest-growing, independent photography company in our area and considered one of the largest, non-corporate studios in the Midwest. We look forward to working with you and we are looking forward to your upcoming picture days!



Contact Information

Main Phone: (952) 473-2142

For any questions regarding photo day, ordering photos, and the roster, please contact:
info@k-photography

For any questions regarding staff photos and ID cards, yearbook information, and composites, please contact:
jessica@k-photography.com

For any questions regarding scheduling, please contact:
matthew@k-photography.com
Direct Number: (612) 385-9753

What is Our Process?

Overview

We at Kemmetmueller have been working with local schools for years and are so happy to be able to support local businesses as well as be a contributing member to the community! We have been doubling our business with schools every year and continue to work hard for each district we have the pleasure in working for.

View First & Parents

Our View First system is a new cutting-edge technology where parents can view their photos online before selecting which ones they want to buy. With this program, we have eliminated the use of order forms, not only making it easier on the schools, but easier on the parents. Parents can choose, edit, and order all their photos online and have them delivered directly to their homes.

Portal & Staff

Designated staff will also have access to a cloud-based portal in which they can view photos, download data, and so much more. More detail about the portal will be in the following pages.

(Overview Continued)

Other Services

With this partnership, we offer each school building a set number of hours for media coverages at no extra charge. Whether you have a school play, talent show, or any other opportunity you would love photos for, please feel free to schedule a day for us to come out! Please note that we may have booked schedules in the fall months (September and October) due to school picture days. For any questions on scheduling, please call us.

Picture Day Process

First, we will establish when and which seasons your picture days will be held. When the date is set, we will call your coordinator one week before picture day to confirm details and make sure parents are reminded about their child's picture day. Your dates will be set soon so look out for a separate email. We will also provide you with flyers to send out prior to your picture day.

When Picture Day Arrives:

- Our staff will arrive at least 60 minutes prior to the student-start time, ready to go.
- We will take around 3-4 photos of each student in various poses.
- Staff will get 1 photo taken.
- Once photos are done, we will clean up and communicate with your staff member about any questions or concerns we have, such as additional student information needed from a new student.

Once Photos are Done:

- It will take us about 7-10 days to get photos edited and uploaded. Once everything looks good to go, we will send out the emails about our View First links.
- View First links will be released to students according to your school's communication scheduling with parents (email blasts and newsletters). We will also provide the appropriate contact information for parents if they have questions or need help ordering.
- Parents can then choose their preferred style of photo and all ordered pictures are delivered directly to families' homes in approximately 3-5 days.
- If there are late orders, do not worry! Late orders will be placed through Kemmetmueller Photography and shipped directly to families.

Retake day will be the same process as picture day. The retake images will be the images automatically chosen for the yearbook unless a parent has already chosen which image they want for their child's yearbook. Parents are only able to choose the photo for the yearbook, not for student IDs or the subject directory. Parents have two weeks after the retake date to choose their yearbook image.

Staff Photos and Packages

A staff photo contact sheet will be emailed to your school's secretary after your final picture day with all the staff images. This allows each staff member to view their picture to decide whether they would like to participate in retake day. Each staff member will receive a complimentary staff package of printed images after the retake picture day. Students in need will also receive a complimentary package. These will be delivered to the school.

Student Directories and ID Cards

You will receive your student directories and student and staff ID cards after the initial picture day(s). These will be delivered to the school.

Student ID cards will be customized based on each school with a logo and the student's identification information. We will discuss any specific customizations as well, such as color per grade.

Portal Information

Each contact liaison will be asked after the first picture day who will need access to your school's portal. We will share access with those users and include an information sheet on how to use the software.

Your school's portal will be accessed through a program we use called PLICGo. This program is a cloud-based application that does not need to be downloaded to your school's computer. Within the portal, you will be able to access all student and staff data, print student and staff IDs at your school, and download and student data exports for skyward, infinite campus, etc. We will be the ones who will have the ability to grant access to specific staff members, so you will be in charge of letting us know which member (or members) you'd like access granted.

Your portal will be available after your initial picture day(s), and the contact liaison will be notified once it is ready.

Yearbook Information

Each contact liaison will be asked after the first picture day who will need access to your school's yearbook software. We will share access with those users on December 1st and include an information sheet on how to use the software, our yearbook offerings and pricing, and our due dates for ordering and yearbook completion.

Parents can choose their child's yearbook photo within two weeks after the retake date. Your yearbook software will be available after your picture days, and the staff member will be notified once it is ready.

Classroom Composites

Each contact liaison will be asked after the first picture day who will be looking over your elementary school's complimentary composites. Composites will be created and shared after your portal has been created.

We will send proofs over to your composite contact and make any necessary changes until the composites are approved by the school. Once the approval has been declared, there are no further changes on the composites. Each school will receive a set of composites and each student will receive a composite at no cost and will be delivered to the school.

