SENIOR PORTRAITS
and
BABY PICTURES
St. Mary's Academy
Class of 2023

The deadline for the Class of 2023 yearbook photos is October 28, 2022.

We are requesting that all photos be submitted digitally via the link below. If this is not possible, please contact Dena via email.
dena.stock-marquez@smapdx.org

Photo specifications are:

- **Color or black and white – <u>Vertical</u> wallet size with no white borders.**

- **Head size should measure <u>about</u> 1 inch from chin to top of head.**

- **Top of head must be ¼ - ½ inch from top of photograph or your head may get cut off.**

- **Basic frontal or ¾ view; <u>head and shoulders only</u>! No full body photos! No hands, hats, sunglasses, horses, dogs, or any other props in your photo. Just you and you and you!**

- **Attire for the senior portrait must follow SMA Dress Code guidelines.**

To guarantee inclusion in 2022-2023 yearbooks, yearbook photos must be submitted no later than:

October 28, 2022

*   *   *   *   *   *   *   *   *   *   *

Baby picture also due October 28, 2022
Close-ups only!

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<u>Senior and Baby Photo Digital Submission</u>

Please read the following directions very carefully!

Upload no later than October 28, 2022

<u>How to submit senior photo digitally</u>

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1. Save picture as jpg. or jpeg. and label: **last name_first name** – **all lower case letters**.
   Example: stock-marquez_dena
2. Go to: www.hjeshare.com
3. School Code: 12490
4. Fill in all the information requested
5. Click on: "**UPLOAD YOUR PORTRAIT**"
6. Click on: "**SELECT PHOTO**"
7. Crop and confirm
8. Select Grade: **12**. Fill in first and last name of the student!
9. Continue
10. Submit photo

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<u>How to submit baby photo digitally</u>

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1. Save picture as jpg. or jpeg. and label: **last name_first name** – **all lower case letters**.
   Example: stock-marquez_dena
2. Go to: www.hjeshare.com
3. School Code: 12490
4. Fill in all the information requested
5. Click on: "**UPLOAD YOUR PORTRAIT**"
6. Click on: "**SELECT PHOTO**"
7. Crop and confirm
8. Select Grade: **BABY PICTURES**. Fill in first and last name of the student!
9. Continue
10. Submit photo

If you have any questions, please email Dena: dena.stock-marquez@smapdx.org