

## **How to Submit Senior Photos**

**PHOTOS DUE: DEC 1, 2024 at 11:59 p.m.**

*Correctly completing all of the steps below ensures the students will get their picture in the book.*

**One photo, portrait style, minimum 300 DPI.**

**Step one:** [Go to this link](#)

**Step two:** When asked for a code, please enter lakelandhawks (no space)

**Step three:** Fill out contact information

**Step four:** Go to the bottom and select “upload your portrait”

**Step five:** Crop the photo as necessary.

**Step six:** Fill out your student’s name. As per district policy, students are required to have their legal name listed in the yearbook.

**Step seven:** Hit submit, and you are good to go!

Prior to the final deadline, there will be a list outside room 18 that will list all students who have submitted a photo and/or a quote. Students will also be sent multiple proofs of the senior pages in their email prior to the submission. Students are encouraged to confirm their photos with Mr. Dunn prior to the deadline. It is ultimately the responsibility of the student to ensure their picture and quote is published in the yearbook.

**REQUIREMENTS:** All photos must adhere to the school’s dress code. No inappropriate props will be accepted. The yearbook adviser and LHS Administration has the right to refuse photos for what we consider inappropriate. Please note that your legal name LHS has on the roster will be published in the yearbook unless a different name is approved by the administration. All of our decisions will be final. Those who do not submit a photo or those who miss the deadline will instead have their ASB photo on the class page.

*For any questions, either email Mr. Dunn at [Michael.dunn@lakeland272.org](mailto:Michael.dunn@lakeland272.org) or stop by room 18.*