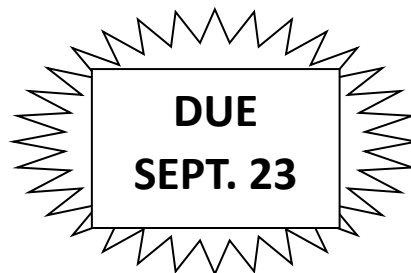


*CLASS OF 2025 FAMILIES: Our school's annual yearbook functions as a capstone for all grades with special emphasis on **graduating seniors**. We need your help to **feature** each senior!*

Submit:

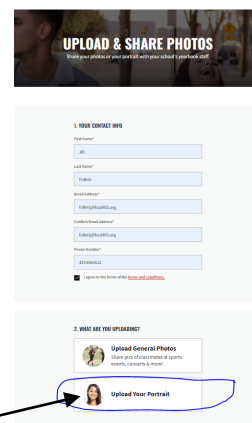
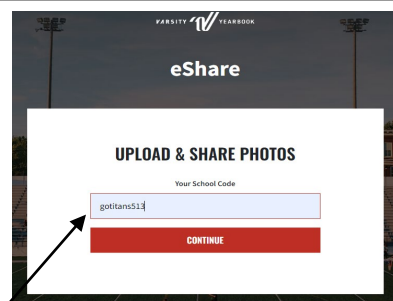
- **senior portrait**
- **baby photo**
- **senior thank you**



Upload senior portraits and baby pictures; email senior thank you

1. **Choose a senior portrait and baby photo** with these criteria:
 - Orientation: portrait (vertical)
 - Color photo
 - Size: less than 50MB
 - Resolution: highest available, at least 300 dpi (ppi)
 - File type: .jpg, .jpeg, .png
2. **Name your portraits** for easy identification:
 - Senior Portrait:
LastnameFirstinitial_SP
(FollettJ_SP)
 - Baby picture:
LastnameFirstinitial_baby
(FollettJ_baby)
3. **Upload** to Varsity (formerly Herff Jones) Yearbook at:
 - www.hjeshare.com
 - enter School Code: **gotitans513**
4. Confirm International School, enter your Contact Info, then select "Upload Your Portrait"
5. Crop Photo
6. Add Portrait Info:
Grade = Baby Pictures/12
7. Review and **SUBMIT by 9/23/24!**
8. Senior writes a thank you message and emails it to Jill Follett with subject: [last name]100 words

Seniors: Submit up to 100 words to thank family, IS staff, and friends. Your note will accompany your photos in the yearbook. Writer's block? Look at past yearbooks.



PRO TIPS

BOOK NOW! Photographers' calendars fill up, and this deadline comes fast. Schedule a photo session this **SUMMER** when your senior is relaxed and rested. Use a photographer that matches your style. Plan to have photo shoot done at least one month before senior portrait **deadline 9/23**.

OPTIONAL: Buy a Grad Ad

Purchase by Friday, October 13. Digital ad due no later than Monday, November 13.

A Grad Ad is a tribute to your graduate that you submit to be included in the yearbook as a digital file. Typically, it includes one or more photos and a written message from the family to the senior. Some families choose one photo and add a loving message, others choose a collection of photos. Some students take control and create exactly what they want. It's up to each family. The Grad Ad section of the yearbook is near the back of the yearbook.

You may pay for a Grad Ad online in August. A full page (11" h by 8.5" w) is \$40+tax

- Getting started:
 - Start early. Give yourself plenty of time. It will take longer than you think!
 - Look at past years' ads to see what you think looks good.
 - If your ad includes text in a language other than English, parent must provide the translation. Email to follettj@bsd405.org
- Images: All images used in the ad and the ad itself must be 300 ppi or larger.
 - Low resolution scan will print fuzzy pictures even if they look okay on the monitor- 300ppi/dpi minimum!
 - Avoid using pictures from Facebook unless they are at least 300 dpi. (Web photos are usually 72 dpi.)
 - Do NOT include photos with hand gestures. There are many signs that have offensive meanings, even if the student is unaware or well-intentioned.
- Creating your ad:
 - Each student's name is included under the ad. **No need to include name in ad.**
 - Must be file with an extension of .jpg, .jpeg, or .png; you may create it in a .pdf but you will need to convert it to a .jpg file before submitting. Word docs will not work.
 - Submit to www.hjeshare.com (school code 'gotitans513') **as soon as possible.** Please include student's name in file's title. If the ad is a surprise, please include "surprise" in the title.
- Tips:
 - Choose fewer photos of better quality.
 - When creating image boxes or adjusting photos sizes, be careful not to distort the image – pull on the corner tabs only to adjust the size.
 - Use Adobe Photoshop, Canva, or download "gimp" (or another free photo manipulation program). Non-traditional formats can cause issues.
- Need help? Overwhelmed? Not your thing? Hire a student who's good at Photoshop or Canva. *There might be a yearbook staff member or art student who can make the page for you for a small fee. If interested in hiring one, contact Jill at follettj@bsd405.org*

Please contact Jill Follett with any questions or concerns: follettj@bsd405.org

Thank you! Here's to a great senior year! -Jill Follett and the Yearbook Staff

Remember to buy a yearbook in August!