

**Senior Portrait Specifications for  
St. Francis High School Yearbook 2018-2019**

**Deadline for submitting senior portraits is Monday, October 15, 2018**  
**[NEW process for submitting portraits through images.jostens.com](http://images.jostens.com)**

**Specifications:** Senior portraits that do not meet yearbook specifications or are submitted after deadline date will not be published. We have a set policy regarding the submission of senior pictures:

- JPEG (.jpg) digital image format is required. Please DO NOT submit PNG or TIFF files. This is very important!
- 300 DPI or higher for “actual size” of photo—approximately 2.5 horizontal X 3.5 vertical inches. We need high-resolution image files for printing purposes.
- Photo must be in portrait or vertical orientation--not horizontal.
- All pictures must be submitted in full color. No sepia or black-and-white photos.
- Pictures need to be head and shoulders only. No hands and no full- or partial-body poses.
- Have your photographer leave enough space around your face to allow for the yearbook staff to feature you at your best within the design. Please sit straight—no dramatic angles.
- Please avoid pictures with “soft focus” as they appear blurred upon reproduction.
- Appropriate attire only will be accepted. No hats, hoods, pets, musical instruments, or props.
- The yearbook staff has the right to request a different photograph if the above guidelines are not met.

We suggest that you contact a photographer as early as possible to set up an appointment to ensure that you meet the October 15 deadline. **No photos will be accepted after October 15, 2018.** Yearbook staff will use the most recent school portrait for students who do not submit a senior portrait, or the student will be listed as “no photo available”.

**Process for submitting/uploading senior portrait:**

1. Go to **images.jostens.com** OR follow “senior portrait upload” link posted on school’s yearbook web page.
2. Login using the following information, User ID: **410463677**
3. Choose the photo to be uploaded. Each student may only submit ONE photo.
4. Provide parent or photographer contact information. (Person uploading the photo should enter his/her information.)
5. Provide IMAGE information:  
***\*It is extremely important to type the student’s first and last name correctly.***
6. Select grade 12 from the drop down menu
7. In the description field, type: senior portrait
8. Click the box to agree to terms and conditions
9. Click on “upload chosen images” in gray box to complete the process
10. You will see a confirmation page and should receive a confirmation email shortly after your submission of the photo.

**Note:** Senior portraits taken by David Bank Studios will be delivered to the yearbook staff automatically prior to the October deadline.

All questions should be addressed to SFHS Yearbook Adviser Joel Olson  
**joel.olson@isd15.org**

Thank you in advance for your cooperation!