

## Attention Seniors and Parents: DUE DATE **2-1-2021**

Senior pictures **MUST** be turned in to the yearbook staff by **February 1st**. Your senior picture **WILL NOT** appear in the yearbook if you miss this deadline (unless you contact Mr. Hejnal with problems or concerns about meeting the deadline)! Your picture also **must meet the senior picture requirements**. These requirements include:

1. Your picture should be a **head and shoulder shot, or one that can be cropped to focus on the head and shoulders**.
2. Your picture can be an **indoor or outdoor shot with a school appropriate background**.
3. Your picture must be in **color**.
4. Your picture should be **correctly sized**. (2 ¼ by 3 ¼ inch print size with a head size between 1 ½ and 1 ¼ inches.) We will adjust the size as needed.
5. It should be a **vertical shot**.
6. If your picture is in a digital format, it must be **at least 300 DPI** for the best quality reproduction.
7. You may turn in your senior picture in one of three (3) ways:

**a. Email the picture to Mr. Hejnal, [hejnalr@charlottenet.org](mailto:hejnalr@charlottenet.org). This is a quick, direct, and effective way to get your picture in for the book.**

**b. Mail** a picture in an envelope with the correct spelling of your first and last name on the front to:

Bobby Hejnal  
Yearbook Adviser/Charlotte High School  
378 State Street  
Charlotte, MI 48813

*Please make sure you do not turn in a picture you need returned.*

Remember – if your senior picture is not turned in by **February 1st**, or it does not follow the picture requirements, **YOUR PICTURE WILL NOT APPEAR IN THE 2020-2021 YEARBOOK!!!** The yearbook staff reserves the right to reject photos that do not comply with the above requirements.

### **\*Some tips for senior pictures:**

- If you or your parents do not want to spend a lot of money on senior pictures, Contact Mr. Hejnal at 517-541-5645 to make arrangements.

**- Get your pictures in!!! If problems arise close to the deadline and you cannot get your picture in on time, talk to Mr. Hejnal. We want to work with you!**

- The yearbook staff will make every effort to include a photo of you in our yearbook. That means **we can and will use your school photo** if it is an appropriate photo (no goofy glasses, silly hair, etc.). This is a totally free option since you are taking your school photo for your ID anyway!