

Yearbook Information/Instructions for the Class of 2018

Informational Mailing #1

Dear Parent/Guardian,

The En-Aitch-Ess yearbook staff would like to welcome you to the 2017-2018 school year. As the parent of a Senior you can expect a busy, but exciting year ahead. The En-Aitch-Ess is a school driven publication that has over 100 years of history. We will be looking for specific items from our seniors throughout the fall in order to make sure they are represented in the 2018 yearbook. This initial mailing is to make you aware of our submission dates. You will be receiving additional information in later communications, which will be sent electronically via our Blackboard system.

1. Senior Portrait Deadline is Friday, 10/27/2017

The yearbook will need a copy of your child's Senior Portrait

- **Please ensure that your portrait is a vertical layout.**
- We strongly prefer electronic photo submissions, but you may also turn in hard copies.
- To submit electronically:
 - File name should be the students full name (last name, first name).
 - Send as a JPEG with a resolution of **no less** than 300 ppi, or dimensions of **no less** than 900x1200 pixels.
 - Files should be sent to Jessica LeBlanc at yearbook@newburyport.k12.ma.us
 - If you are bringing in a CD with the file on it, make sure it is clearly labeled and drop it off with Jessica LeBlanc in the Student Support Office.
- We strongly recommend a traditional head/shoulder shot, in color, with a neutral background.
- Clothing must be school appropriate and follow the school dress code, listed in the Clipper Compass - Section 5.1, Policies and Procedures – Dress Code
- *If your child opts not to have their picture in the yearbook, please notify Jessica LeBlanc prior to the October 27st deadline.*

2. Who should take my senior portrait?

Photos may be submitted from any photographer or source, as long as it fits the listed specifications. Information on several local photographers has been included in this mailing. Sullivan Studios is the official photographer for our District, their work can be viewed on their website at www.sullivanstudio.com. We encourage families to consider Sullivan Studios while trying to make the decision for their Senior Portraits, their Studio can be reached at 978-465-6296.

3. Senior Narrative Deadline is Friday 11/03/2017

The Senior Narrative are the words that appear beside the Senior Portrait. These often include Quotations, Special Thanks, Memories of Friends, or Thoughts for the Future.

All senior grids must be submitted using a google form, which can be accessed at:

<http://bit.ly/2uW71IU>

Students may need to log out of any open google accounts before accessing this form.

4. Parent/Family Ads Deadline is Friday 12/15/2017

Ads can be purchased at: <http://jostensadservice.com?REF=A03510200>.

Detailed information regarding Parent/Family Ads will be included in the next mailing. These ads are typically filled with pictures of the Seniors and personal messages from parents and other relations and friends. These ads help support our non-profit publication, and can be completed directly with the yearbook company or brought to the school.

**All questions this year should be directed to the following email:
yearbook@newburyport.k12.ma.us**