

# Revelation 2012

**Class of 2012 Yearbook Portraits Picture Due Date and Requirements**

**Deadline: Friday, October 25, 2011**

New for Class of 2012: Later deadline, digital submissions only, & files must be labeled with last name followed by a hyphen or underscore, the senior's first name, and student ID number (example: Wuzzy\_Fuzzy\_123456.jpeg). Late submissions and change orders will cost \$10.

## Delivery

Must be delivered via email to [wtrueit@everettsd.org](mailto:wtrueit@everettsd.org).

## Actual Photo Size in Senior Page Layouts

2 inches tall by 1.5 inches wide (portrait orientation).

## Required File Size

200 KB-2 MB Files smaller than 200 KB will be rejected as the resolution of files that small are not allowed by our publisher. To find out the files size of your photo, right click on it and select "Properties" to have your file size revealed. The JHS yearbook is published to an effective resolution of 300 ppi.

## Picture Content

Pictures may be in color or black and white. The full features of your face must be clearly visible and be right side up. All clothing and accessories must meet full requirements and expectations appropriate for the classroom as defined in the Student Responsibilities and Rights Policies for Everett Public Schools. Photos are to be of one senior only. Family and friends are best saved for personal keepsakes and are not allowed in your submission to the yearbook senior portrait section. Your senior portrait provides you an opportunity for self-expression, but it is also a record for the other students at JHS as well as the JHS community at large.

## Confirmation

Portraits received via email will be replied with confirmation of photo receipt. Photo files rejected due to labeling, size requirements, or content requirements as defined in the Student Responsibilities and Rights Policies for Everett Public Schools will also be notified via email. All JHS students will be encouraged to look for printed proofs of their portraits, name spelling, and senior quotes during "Find Your Face Week" on the week of November 14-18. Proofs will be available in multiple locations. Students and family members are encouraged to watch for school bulletin announcements and postings on the yearbook web site, <http://www.everett.k12.wa.us/jacksonhigh/yearbook/>. Running Start and Sno-Isle students are encouraged to request a proof of their photos and quotes via email.

## Late Fees

Our publisher requires that we meet real deadlines to insure that our book is delivered complete and on time in June. Having to guess who is in a photo, missing our submission deadline, wanting to change a photo, and not submitting a useable photo file, makes it harder to meet our deadlines and increases the risk of errors. Photo files turned in late will be charged a fee of \$10 in November and \$25 the first week of December. The senior section will be delivered to our publisher by December 9. No changes or corrections will be possible after that date.

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