

Senior Picture Guidelines

Kettle Moraine Lutheran High School



June 1, 2017

Dear parents and Class of 2018,

Time to start thinking about senior pictures! Having your senior pictures taken can be a time consuming process, so we recommend choosing a photographer and contacting him/her right away, so you can get an idea of how long the process will take. Once you have that information, you can set up your appointment. All senior pictures must be submitted by January 8, 2018.

Because the yearbook represents Kettle Moraine Lutheran High School, we want to maintain a consistent style and format throughout the book. We do limit the pictures that seniors may place in the senior portrait section of the yearbook. The yearbook staff asks that one picture be taken and submitted digitally that meets the guidelines below.

Specific Guidelines

The yearbook will accept your senior picture if it meets the following guidelines.

1. Your picture will be compatible with the KMLHS dress code with the following exceptions.
 - a. Clothing choices should remain modest; however, ladies may wear tops or dresses that fall below the collarbone if:
 - i. no cleavage is showing.
 - ii. no undergarments are showing.
 - iii. no tank tops or similar attire are worn.
2. The dress code is outlined in the Student Handbook which is available at [KMLHS Student Handbook](#).
3. Your picture will be a portrait-style bust shot (mid torso and up). Your face will be fully contained in the upper half of the photograph. Both eyes will be visible.
4. Your picture will be in portrait orientation (vertical style).
5. Your picture will be in full color.
6. Your picture will NOT have special effects (e.g. tinting, faded edges, color isolation).
7. Your picture will NOT include props (e.g. musical instruments, trophies, sports equipment).
8. You will NOT wear a hat or head covering.
9. One picture will be submitted digitally before the deadline (January 8, 2018) in the following manner.
 - a. File type: jpeg
 - b. Resolution: 300 dpi (750 x 1050 dpi)
 - c. File size: 1 mb in size or larger

- d. Email to rebecca.meyer@kmlhs.org with the subject line “Senior Picture: First Name Last Name.” If you are submitting multiple students’ pictures, please use the subject line “Senior Pictures: Last Name, Last Name, Last Name”, etc.)

Note: If you cannot submit the picture via email, please contact us for further submission guidelines.

Senior pictures are due on Monday, January 8, 2018. If no picture is received by Friday, January 19, 2018, the student’s ID picture will be placed in the yearbook instead.

Please feel free to contact me with any questions or concerns. During the summer months, please use my email rather than my school phone. I am able to respond faster through email.

Blessings on your summer!

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