

September 9, 2019

Dear Parents or Guardians of 2020 Afton Seniors,

Your child's senior year has begun. There are lots of things to know and do as you prepare for this eventful year. We want to do our best to preserve your child's memories, and you can help. The following information will help ensure a quality yearbook for your child. Enjoy your child's last year at Afton Central! It will go quickly!

If you have any questions or concerns regarding the yearbook, please contact us at knutting@aftoncsd.org or jsudano@aftoncsd.org.

Senior information sheet

An information sheet will need to be completed and will appear by their picture in the yearbook. It gives a snapshot of the student. The senior fact sheet is included with this letter.

Senior Pictures

We are looking for 2 senior pictures. One is a more formal picture and must be a head/partial chest shot only. While they may have trees or walls in the background, please do not have them leaning up against them. Also, no hands, hats, or props. Also, please make sure that the picture is not taken from a far-off distance because when we zoom in on the picture it compromises the quality and doesn't look good. Below is a summary of the requirements for the formal picture that we are looking for and you can pass them on to whomever you choose to photograph your child.

- **Head and shoulders only—no hands**
- **Minimum quality of 300 dpi**
- **No props or hats**
- **No looking over your shoulder, lying down, or leaning against objects (pillars, trees, etc.)**
- **Not taken from a far distance.**
- **No weapons**
- **Good lighting, not too dark or hard to see**

All seniors will have their pictures taken by the school photographer and those pictures will be used until a different picture is submitted.

The other picture that is *optional*, is for the casual photo page; this is where your child may show their individuality. This one they may have props, hats, full body, etc.

These photos may be e-mailed to us, sent in on a jump/flash drive, or on a CD by you or your photographer in **jpeg format**, with a resolution of at least 400. Deadline for submission is **November 15, 2019**. *If you have already turned in your pictures, then you can disregard this deadline.*

Other Pictures

We would also like 3-4 pictures from your child's earlier years, preferably one baby picture. These will be scanned and returned to you if you send in the original picture. However, you can scan them at home and send us the electronic files of the pictures in .jpeg format if you want. Either way, we need these by **November 15, 2019** also. *If you have already turned in your pictures, then you can disregard this deadline.*

Also, if you have any group pictures or ones that have other seniors in it that you would be willing to share that would be great. If you include your name on the back of these pictures, if they are hard copies, we can scan them and return them to you unless you can make a digital copy of these also. If you have them in digital format already and are willing to share them, we would appreciate that also.

Friends and family Ads

You can create a special message for your senior which will add that personal touch for them in their yearbook. A form is included, if you have other people (grandparents, aunt & uncles, family friends...etc.) that would like to send a message you can make a copy of the form for them to use. The form can also be found on the website and the link is included at the bottom. You may also write the information on a separate sheet of paper with the amount included for each ad and send them back in a single envelope if you choose. So now is the time to start combing through your albums for that special picture to place in your ad.

Yearbooks

Orders will be able to be placed online through a link on the school website or here at school with myself, Ms. Nuting or Ms. Sudano. If you purchase the yearbook online your student will be able to add their own pictures that will be placed in the back of their yearbook only. This will allow them to add their own special pictures of their friends, accomplishments, their special moments that may not be in the yearbook also.

The yearbooks will cost **\$30.00** for a hardcover book and **\$22.00** for a softcover. We are also offering a payment plan to purchase the yearbook. If you order a hardcover you can split the cost into 3 payments of \$10.00 and if you order a softcover it will split in 2 payments of \$11.00. If you would like to join the payment plan contact either knutting@aftoncsd.org or jsudano@aftoncsd.org to set up your plan.

****Under the community section on the school homepage you can find all the information about senior pictures and ordering a yearbook. ****

<http://www.aftoncsd.org/yearbook.aspx>

Thanks for your cooperation and assistance.

The Afton Yearbook Staff