

Senior Picture Requirements
2010 Charger Yearbook



February 2, 2009

Dear Photographer,

Below are the requirements for all senior pictures submitted for publication in the 2010 Kettle Moraine Lutheran High School yearbook. If you have any questions about this information, please notify me via email or phone.

The yearbook will accept a senior picture ONLY if it meets the following requirements.

1. The picture will be compatible with the KMLHS dress code.
 - a. We will relax the female restriction on the collarbone, since it is difficult to adhere to the collarbone restriction with regards to formal clothes. Tank tops or similar attire are still unacceptable. Clothing not at the collarbone should have no cleavage or undergarments exposed. Since editing is part of the creation of the yearbook, please keep your clothing selections well within this frame work so that editing does not exclude your picture from the yearbook. Most problems will be avoided by staying closer to the collarbone height and following KML dress code standards.
 - b. The dress code is outlined in the Student Handbook, which can be accessed by going to www.kmlhs.org and clicking on Student Handbook under the Student Life section in the middle of the page.
2. The picture will be a bust shot (mid torso and up). The following are NOT acceptable bust shots:
 - a. looking over the shoulder
 - b. lying down
 - c. extreme close-ups
3. The picture will be in portrait orientation.
4. The picture will be in full color.
5. The picture will NOT have special effects (e.g. tinting, faded edges, color isolation).
6. The picture will NOT include props.
7. The student will NOT wear a hat or head covering.
8. One picture will be submitted **digitally** before the deadline in the following manner. *Note: If you cannot submit the picture digitally, please contact me for submission requirements of non-digital photographs.*
 - a. File type: jpeg
 - b. Size: 2.5" x 3.5"
 - c. Resolution: 300 dpi
 - d. Email to kschaffe@kmlhs.org with the subject line "Senior Picture: First Name Last Name" or submit on a disk to Miss Schaffer.
9. **Senior pictures are due by 3:15 on Tuesday, December 1, 2009.**

Sincerely,

Kate Schaffer
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