



IT'S ELEMENTARY STUDENT & TEACHER PORTRAITS

WHERE TO GET THEM

SCHOOL PHOTOGRAPHER

- Portrait photos are taken by a professional photographer who is hired by the school.
- Find out who the photographer is and make sure you have their contact information.
- If the school hires a new photographer, make sure the photographer has the correct Professional School Photographers Association's (PSPA) guidelines for formatting the photos on a CD (see link below.)
- Once the photos are taken the photographer will give you a CD that contains the digital photos. You will upload the CD to the portrait section of the yearbook website.
- Once uploaded, use the school enrollment database to proof all names for correct spelling and grade level.
- Be sure to also verify student's classrooms as sometimes they are listed in the wrong classroom on the CD.

RELATED RESOURCES

[Adding/Deleting Photos](#)

[Organizing the Portrait Pages](#)