

# STUDENT AND TEACHER PORTRAITS

## WHERE TO GET THEM

### SCHOOL PHOTOGRAPHER

- 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 (to print a PDF of these guidelines, see the URL below:  
<https://yearbookdiscoveries.com/pspa-guidelines-school-photographer-portrait-cds/>
- 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.

## ADDING/DELETING PHOTOS

### IF PORTRAITS ARE MISSING

- The yearbook is a permanent record of the year, so every effort should be made to ensure that all students, faculty and staff are pictured in the portrait section of the yearbook.
- Students will inevitably enroll at school after portrait picture day is complete so their photos won't be on the photographer CD. In addition, teachers and staff often do not get their photo taken by the photographer.
- It will take a bit of effort, but digital photos can be taken of any missing person, then uploaded and added to the other portrait photos. You will have to enter their name and grade level as well.
- If you think a student is missing, verify that they are incorrectly listed in a different grade or classroom on the photo CD before uploading a new photo.

### IF A STUDENT MOVES

- Opinions differ on this matter, but since the yearbook is a permanent record, many advisers believe that the portrait of any students who attends the school, regardless of how long, should be included. Ultimately, the decision is yours or the school administrators.
- If you decide to delete students who move, simply delete the photo(s) from the portrait photo library before flowing the portraits onto the yearbook page.