

Congratulations! Your student is completing thirteen years of hard work this year; the end is in sight! Soon, your student will be deciding on careers and colleges; we at RTR are so proud to see your student's accomplishments and achievements.

## Senior

Senior photos will be used in the yearbook senior pages. Families may use photos they have taken themselves or photos taken by a local professional photographer.

**Photos need to be submitted by March 1<sup>st</sup>.**

## Photos

Photos should include the following:

- All photos must be portrait orientation (taller than they are wide).
- All photos must be at least 4x6 at 300 pixels per inch.
- If you are using a professional photographer they can email the photos directly to Robyn.Lampert@rtrschoools.org
- If you are emailing photos to us they often get compressed if you send them from a cell phone, whenever possible send the email from a computer instead of an email, or upload the photo to google drive or another cloud-based storage system and share via a link.
- Whole body photos are discouraged because it will be difficult to see your student's face due to size. It is best to send in photos that only include your face and upper body.
- Photos will be printed at about 2 inches tall, so make sure your student's face will be visible at this size.
- Please do not print out and scan photos, or send in printed photos for us to scan. The digital file will be much higher quality.
- If possible, name your image file with your student's first and last name rather than the image number. We have hundreds of photos to keep track of, so it saves us a step if it is already named in a way that is identifiable.
- If you are sending the photo from a personal email account make sure to tell us your student's full first and last name in the email, or if a friend or family member is sending in the photo make sure they tell us your name in the email.
- Photos taken outside are usually better than photos taken inside (unless you are having photos taken in a professional studio with proper lighting and equipment).
- There should be good definition between the subject and the background. A short depth of field setting on the camera will achieve this or portrait settings on some cell phones.
- Avoid distracting backgrounds, the focus should be on the person, especially avoid anything that looks like it is sticking out of your head (tree branches, fence posts etc.)
- Do not crop any part of the head, make sure there is some room around your head on top and both sides in case the photo needs to be cropped slightly for publication.
- Contain no weapons, no gang sign, and no foul language on apparel or otherwise shown in the photo.
- Black and white; sepia, and color photos will all be accepted. Color photos preferred.
- Students who have chosen not to submit a senior photo will have their school photo used instead.

## Senior

It is the hope of yearbook staff that all seniors purchase a book in order to remember their high school years. Books cost \$40 + tax and [are available for pre-order at this link](#). Book orders close either May 1<sup>st</sup> or when books are sold out. We cannot guarantee books for students who choose not to pre-order.

## Books

Books arrive at the high school mid-August, and are sorted by Yearbook staff members for distribution the first week of classes.

If we have any remaining books, they will be available for purchase the week after yearbook distribution.

### YEARBOOKS FOR EVERYONE

Yearbook staff are working to ensure that all students will have access to a yearbook, especially for their senior year. We don't want cost to be a barrier to any student at RTR, and will be offering families the opportunity to sponsor a yearbook for a graduation senior who may otherwise be unable to afford to purchase a book. If you are able to sponsor a student, you have an option to do so via the pre-order link to may bring cash or check to advisor Robyn Lampert. This could be a partial payment or an entire book. Families and businesses who purchase books for students may choose to remain anonymous or may choose to include a special note for the student.

If you are a student or parent/guardian of a student who would like to receive a yearbook but are unable to purchase a book, you may submit a request to Robyn Lampert at [Robyn.Lampert@rtrschoools.org](mailto:Robyn.Lampert@rtrschoools.org). Priority will be given to seniors who are eligible for free and reduced lunch. We cannot guarantee availability to all students, but will do everything in our power to get books to as many students as possible. Requests must be submitted on or before March 1<sup>st</sup>.

## Family

Families are invited to purchase a customized message for their senior; it's a great way to commemorate a student's time at RTR, share your congratulations in a permanent, published piece **AND** use those adorable photos from adolescence and childhood! Information with regards to the ads can be seen in [this flier](#), but I encourage you to begin thinking of your page now as the deadlines hit very quickly.

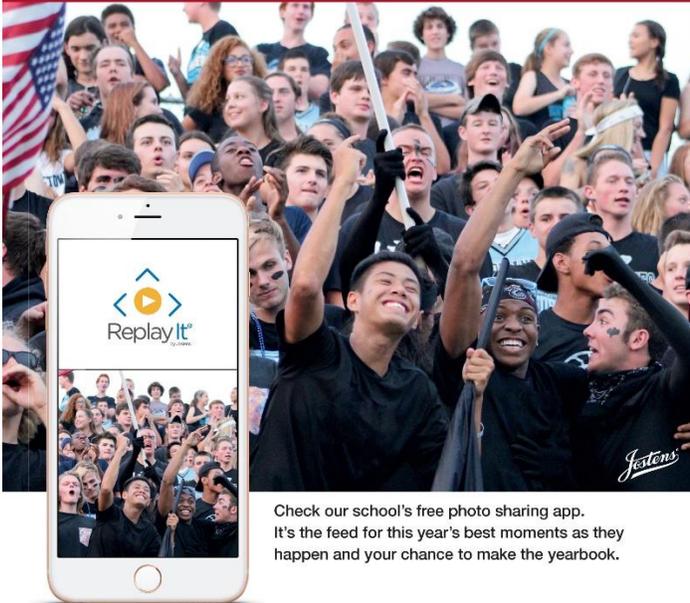
## Ads

You can begin designing your ad directly [here](#), but please note that for consistency in the book, we alter designs slightly by using fonts and design elements from the rest of our designed book. We will not alter photos, text, or placement of photos/text at all. Deadlines to keep in mind regarding family ads: **Ads will not be accepted after March 1st**. A final important point to note is that ads do **not** go through RTR. RTR works with Jostens Ad Service, which helps format all ads and collects all funds. Any questions on family ads are best directed to them.

# SUBMITTING PHOTOS FOR YEARBOOK

## MAKE NOW FOREVER

Get your pictures in the yearbook with the ReplayIt app.



Check our school's free photo sharing app. It's the feed for this year's best moments as they happen and your chance to make the yearbook.

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**DOWNLOAD THE REPLAYIT APP**



Students, parents, coaches, teachers and more can all contribute photos to the yearbook.

Jostens offers the Replay It app, which allows anyone to submit photos under various categories (academics, extra-curriculars, student life and events).

Photos can be tagged with student names and grades to better help us identify them in the yearbook. We sometimes get thousands of photos, which can take a long time to get through. As much as possible, upload your best photos, you can skip anything that is out of focus, has people with eyes closed, or is redundant to other photos you have already submitted. The better the quality of your photos the more likely they are to appear in the finished yearbook. We do have limited page space so we won't be able to include all photos.

Replay it can be accessed on a computer through a web browser at [ReplayIt.com](http://ReplayIt.com) or by downloading the free app.

## To - Do List

- Buy a yearbook by May 1<sup>st</sup>.
- Submit senior photos on or before March 1<sup>st</sup>
- Purchase a senior or family ad on or before March 1<sup>st</sup>.

## Fun photos!

Yearbook staff would love for you to submit any of the following photos of your student: funny/blooper pictures from your photography sessions, child or baby photos (no nudity, please!), decade challenge, or group re-mix (a group of friends re-creates a photo from elementary or middle school). Please submit photos to [ReplayIt.com](http://ReplayIt.com) or [Robyn.Lampert@rtrschoos.org](mailto:Robyn.Lampert@rtrschoos.org)