

Sullivan Middle School

Virtual Student

Picture Day Submission Guidelines

Virtual Student picture day with Lifetouch is scheduled Monday, October 26th in Sullivan Auditorium, from 9 AM - 1:30 PM with a make-up time from 4 PM - 5 PM the same day. Students will enter through Auditorium door, NOT through the front entrance of the school.

Any parent or student who is not comfortable coming to the school for picture day may select a photograph of their choosing for inclusion in the yearbook as long as the picture is not copyrighted. If the picture appears to be from a professional studio, the parent must submit permission from the studio to print the picture in the yearbook.

Picture submission guidelines:

Deadline: Friday, November 20th

Dress Code: Students may wear school appropriate attire. It does not have to be school uniform.

Photo Details: The photo should be a full color, horizontal headshot with a solid or neutral background. Parents may choose the best lighting/location. Please do not submit overly filtered "selfie" type photos. Our in-house students do not have this option and it creates an unbalanced yearbook.

Preferred File Submission Method: Use this Google form: <https://tinyurl.com/smsvs2020>. Complete all required fields.

Alternative Submission: E-mail photos, in JPG format, saved as the child's first and last name as it should appear in the yearbook, to smcmanus@rhmail.org.

Other Virtual Learning Photos (Deadline February 12, 2021): Parents may ALSO use the Google form to submit other pictures of their students in their home learning environment to be considered for the yearbook. DO NOT include other students in the photos unless Sullivan has a media release for those students as well. All people in the photographs must be identified or the photo will not be considered. **Please note: Not all pictures will be used.** That decision will remain with the Yearbook advisor as we strive to create a balanced representation of our school in this year of change.

Virtual Teachers are requested to use the same Google form and guidelines to submit photos of themselves for the yearbook as well as "class photos," projects, and other representations of this year's virtual learning environment. Form: <https://tinyurl.com/smsvs2020>

Questions may be directed to Samantha McManus, smcmanus@rhmail.org.

