Allen Consolidated Schools

P. O. Box 190 · 126 E. 5th St.
Allen, Nebraska 68710
Office Phone (402) 635-2484 · Fax (402) 635-2331

Mr. Michael Pattee, Superintendent
mpattee@esu1.org

Mrs. Lana Oswald, Principal
loswald@esu1.org

Dear Parent, Guardian and Senior Class of 2016

Just a reminder: it takes several weeks for a photographer to get your proofs back and several more weeks after you have picked out your poses for the photographer to get your actual pictures. The deadline for the pictures need for the annual and class composite is **December 16, 2015**. Please have your pictures taken in advance of this deadline. The best time to have your pictures taken is before school.
You may also submit your picture in digital format if you like. If you submit it in digital format please e-mail it to mroeber@esu1.org. If you do not submit in digital format please submit one (1) colored glossy billfold size (approximately 2 3/8 inches wide by 3 ¼ inches long) portraits to the Annual Sponsor before the deadline.

A senior composite must consist of a formal head and shoulder pose with:
NO HANDS SHOWING
NO SILHOUETTES
NO PROFILES
NO OVER-THE-SHOULDER PHOTO—FULL FRONT FACINGS ONLY
NO HATS
NO PETS
NO OUTDOOR POSES
NO CHAIRS OR OTHER FURNITURE SHOULD BE VISIBLE
NO VISIBLE TATTOOS
NO VISIBLE PIERCING OTHER THAN EARS
NO REVEALING OR INAPPROPRIATE CLOTHING
USE A SOLID COLOR BACKGROUND

Please inform your photographer of these guidelines. No exceptions to the above guidelines will be made.

You do not have to have a professional photographer take your pictures, but the above guidelines need to be followed for all pictures submitted. Photos must meet the approval of the Allen Consolidated Schools Administration.

<u>If you do not have your picture taken and submitted, the school will provide one for you. It would be impossible for the school's photo to be of the quality of a professional.</u>

Thank you

Senior Class Sponsor, Journalism Staff and Administration