

Crosby-Ironton High School Yearbook Senior Portraits

Senior portrait time is upon us! The below information is for you to understand the options that are available to your child for the CIHS yearbook. **Deadlines are extremely important; therefore, late submissions will not be accepted. THE DEADLINE IS THURSDAY, NOVEMBER 9, 2023.**

Senior Portrait Policies:

- **Appropriate attire is expected. This means NO hats, weapons, sunglasses, etc.**
- **Do NOT include props or pets.**
- **Digital image is preferred (it provides the best results). Only submit JPEG (.jpg) files!**
 - 600 x 800 pixels and a minimum of 300DPI (dots per image) is recommended.
 - Pictures with a “soft focus” may appear blurred upon reproduction.
 - An image with low resolution or of poor quality will not be accepted.
 - 10 MB is too large of a file and cannot be used.
- Your portrait needs to be a shot from the waist up; no full body photos. All faces must be visible. Vertical photos work best. The portrait you submit to the yearbook should focus on the student’s face.
- The yearbook staff reserves the right to request another photo if the initial photo does not meet the above guidelines.
- If a senior student does not submit an appropriate photo by the due date, the yearbook staff will use the Jostens school ID photo of the student if it meets the appropriate attire and prop guidelines above.
 - Jostens will take a formal photo, upon student or guardian request, for free for yearbook use only.

Steps to Submit Your Photo:

1. **Use Google Chrome as your browser. Other browsers may not work as well for Jostens ReplayIt!**
2. **Go to: <https://images.jostens.com/0utC7OMxz2i5YMTv5DXuDSw>.** This is Jostens ReplayIt private photo submission link for Crosby-Ironton. This link and instructions will be emailed to students from Jostens and posted on the school’s website under “Yearbook.”
3. Click on “Select My Images.”
4. Browse to select the photo you wish to upload; select only one senior photo.
5. Enter information about the photo and provide contact information in case the yearbook staff needs additional information.
6. Click “Upload Chosen Images.”



Baby Pictures (Optional; Additional \$10 Cost via Cash or Check made out to CIHS)

If you wish, you may submit a photo of your senior from when he or she was a baby. Along with these photos, you may include a message to your senior. See “Steps to Submit Your Photo” on page 1 for instructions on uploading a digital baby photo. Hard copy photos need to be turned into Ms. Larson in room 112.

Message to Your Senior

- **The message MUST be emailed to yearbook@ci.k12.mn.us. Make sure to clearly state your child’s first and last name in the email.**
- The message should be no more than 60 words. If too long, the message may be modified by the yearbook staff to fit within the limitations.

Baby Photo Submission

- Please keep all documents (photo and payment) together and labeled with your child’s first and last name. Envelopes are available in the office if needed.
- Any baby pictures that are submitted must be of an individual who is clothed.
- **Your student's name should be on the back of the photo, if you are using a physical photo.**
- Your photo will be returned to the student via the main office. If you would like to keep this message a surprise for your senior, please include a **self-addressed and stamped** envelope.

Baby photos of your senior are optional. Because of the time and the effort that goes into putting these photos into the yearbook, there is an **additional cost of \$10.00. This additional cost needs to be paid in cash or with a check. PaySchools is not set up to accept the additional baby photo cost.** Please bring your payment to Ms. Larson in room 112.

Deadline for baby photo submission is THURSDAY, NOVEMBER 9, 2023.

If you have further questions, please contact:

Jackie Larson
Email: yearbook@ci.k12.mn.us
Phone: 218-545-8847

*** If contacting the yearbook adviser by phone, please do so before the school day (8:00 AM – 8:20 AM) or after the school day (2:45 P.M. – 3:40 P.M.).**

Crosby-Ironton Senior Quotes (Optional)

DUE: Wednesday, November 9, 2023

Your quote should be well chosen and represent your best qualities, as it will serve as a record of who you are for years to come. The quote and accompanying photo will help others remember you after graduation. If the quote is ambiguous or has a negative connotation, the school administration will have the right to determine whether the quote is published in the yearbook. If you do not follow the guidelines below, your quote will be pulled and you will not have a quote appear under your name in the yearbook.

*If you are unsure as to whether or not your quote will be acceptable, please check with the yearbook adviser **before the due date** (Ms. Larson - Room 112). As we have yearbook printing deadlines to meet, the staff may not have time to return your quote to you for revision.*

Remember:

Submit your quote (including spaces and punctuation marks) to yearbook@ci.k12.mn.us by **November 9, 2023**. Quotes missing proper punctuation and spaces will be edited. This is how much space you have for your quote:

Guidelines for Senior Quotes

All quotes need to follow the guidelines below. Failure to follow guidelines will result in your quote's exclusion.

- All quotes must be limited to **100 characters/spaces total**. Yes, spaces between words count and need to be included.
- NO acronyms (except C-I).
- Your quote must be in Standard English. NO abbreviations, NO creative spelling.
- NO profanity, slang, obscene, offensive or inappropriate language.
- NO references to cigarettes, alcohol, drugs, sex, gangs, gang-affiliated words or phrases
- NO language that denigrates another person's ethnicity, religious/ political beliefs, sexuality, gender, physical or mental ability etc.
- NO derogatory comments about the school, students, faculty or staff members.
- NO shout-outs to or about other students or teachers.
- NO Facebook, X, Instagram, or other social media link references such as "Follow me on Instagram@..." or video timer markers.
- Make sure to add the quotation marks and the name of the person who is credited with the quote.

All quotes are subject to review by administration and the yearbook staff. Failure to follow guidelines will result in the exclusion of your quote.

Yearbook reserves the right to edit, censor or omit quotes

Senior Yearbook Checklist

- Order your yearbook at jostensyearbook.com
 - Books ordered through October 20th will be sold at a discounted price of \$47. Full price yearbooks cost \$55.
 - Guardians should check their emails for a special back to school sale and personalization options from Jostens.
- Upload your senior portrait to ReplayIt! By November 9, 2023.
 - An email from Jostens will be sent to guardians with instructions and links.
- Submit your optional baby photo and message by November 9, 2023.
 - The message must be emailed to yearbook@ci.k12.mn.us
 - The \$10 payment cash or check must be brought to Ms. Larson in room 112.
 - Digital copies of the baby photo must be uploaded to ReplayIt!
 - Physical copies of the baby photo must be brought to Ms. Larson in room 112. Please make sure to have your photo labeled so it can be returned to you.
 - Your photo will be returned to the student via the main office. If you would like to keep this message a surprise for your senior, please include a self-addressed and stamped envelope.
- Check your school email and submit your optional senior quote by November 9, 2023. Please read directions carefully.

REPLAYIT[®]

PRIVATE PHOTO SUBMISSION

Get your pictures in the yearbook.

The yearbook staff invites students and parents to submit photos for the yearbook. If you've got great photos of school and community events or you and your friends just having fun, we'd like to see them.

Our photographers can't be everywhere. Help us get as many photos as possible to create a terrific book everyone will want to have.

The last day to submit your photos is:

November 9, 2023

SUBMIT YOUR PHOTOS ONLINE

LOG ON TO: images.jostens.com

Enter Login ID: 0utC7OMxz2i5YMTv5DXuDSw

- Click on "Select My Images."
- Browse to select the photo(s) you wish to upload.
- Enter information about the photo and provide contact information in case the staff needs additional information.
- Click "Upload Chosen-Images."

It's that easy! Submit your photos today!

