

Picture Day Ready

SCHOOL CHECKLIST

We want picture day to be no hassle for you! We have a few things we need from you to make sure we can take care of all ordering and delivery ourselves, freeing you up to focus on more important things.



Step 1: Student Data

(3 weeks prior to picture day)

In order to successfully fulfill yearbook and administrative services as well as parent's orders of school pictures, we request data for each student, faculty, and staff. Please provide the following data digitally in CSV (comma separated values), Tab Delimited, or Excel file format:

- First Name
- Last Name
- Student ID
- Grade
- Teacher (or Homeroom / Class)
- Parent's Email (recommended)
- Parent's First & Last Name (optional)

We use the standard data (student name, grade, ID, teacher) to match with images and deliver services and orders to the school and parents. Parent emails are used to send a limited number of notifications to parents on behalf of the school regarding picture day. Parents may opt-out at any time without adversely affecting our ability to fulfill orders or services. We never release student data, including emails, outside of our network (our company, contractors, and photo lab). Our full privacy and data use policy can be found [here](#).



Step 2: Send Email

(1 week prior to picture day)

We have provided an email template called "Picture Day is Coming Soon" for you to send out to your parents one week prior to picture day. It can be found [here](#). Just insert the date for picture day!

That's all we need! Feel free to use any of our other resources from the [Media Kit](#) to make your picture day a success!



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