



Addison Trail High School

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Dear Parent or Guardian of 2017 graduate,

Our 2016-2017 Yearbook staff is working hard on creating this year's yearbook. As the parent/guardian of a senior student at Addison Trail High School, there are two aspects of the book that we need your help with!

Baby Photos

As a part of the yearbook, senior students have the opportunity to submit a baby photo to be featured in the book. Seniors will be receiving an e-mail from ATyearbook@dupage88.org, outlining the specifics of the baby photo submission process. Details of this process are also included in this letter. This is a free opportunity offered to senior students.

Baby photos must be received via e-mail no later than Thursday, December 22, 2016.

Senior Well-Wishers

As a part of the yearbook, family members may write a text only well-wisher to their senior student to be printed in the book. This is a great way to tell your student how proud you are of him or her! Details of this process are also included in this letter. Prices range from \$10-\$20, depending on how many characters are included in the well-wisher.

Well-Wishers must be received via mail or dropped off at school no later than Thursday, December 22, 2016.

Both opportunities must be received by Thursday, December 22, 2016, or the baby photo or well-wisher will not be featured in the yearbook.

If you have any questions, please do not hesitate to e-mail me at kinzinga@dupage88.net.

Thanks so much,

Katie Inzinga
Yearbook Advisor

Achieving The Highest Standards

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Baby Photo:

It's time to submit baby photos for the 2016-2017 yearbook! We are only accepting digital photos for the yearbook. To submit, please send your photo to ATyearbook@dupage88.org with the photo attached and the senior's name and ID number as the subject line.

Please see details below about photo specifics.

If you need help with scanning a photo, the library staff is more than happy to help! Go to the LMC before/after school or during ATR/your lunch period.

The baby photo must be e-mailed by Thursday, December 22 to be included in the yearbook. All photos submitted after that deadline will NOT be included in the yearbook.

Photo Scanning Specifics:

Baby photos need to be attached to the email, not copied and pasted into the email.

Digital photos need to be in one of the following formats: .tiff, .png, or .jpeg. Images sent via PDF, Word, or Microsoft Publisher cannot be accepted.

Each photo file size must be at least 200 KB or they will not print well in the book.

Scans of photos printed from a home printer, Target, Walgreens, etc, cannot be accepted as they will not print well.

Submit square or rectangular photos only.

Please check the content in the photo. Any inappropriate content in the photo means the photo will not be included in the yearbook. Examples include cigarette smoking, weapons, or alcohol.

Thanks!

2016-2017 Yearbook Staff

Well-Wisher:

You may want to tell your son or daughter how proud you are of his or her accomplishments. One way you can tell him or her is by submitting a “Well-Wisher” to the 2016-2017 Addison Trail Yearbook.

Well-Wishers must be submitted to Mrs. Katie Inzinga by **Thursday, December 22, 2016. No Well-Wishes will be accepted after this date because of our deadline.**

If the Well-Wisher does not meet the requirements listed below, it will not be in the Yearbook. The Well-Wisher will be typed as is, but the text may be edited if it is deemed inappropriate. We will spell check; however we don't want to diminish the content.

- Price/Word Count
 - \$10.00: 1-75 Characters
 - \$15.00: 75-100 Characters
 - \$20.00: 101-125 Characters
 - Longer messages may be written for a charge of \$3.00 for **each** 1-25 characters
- English Only
- Appropriate Language
- Attached form **completely** filled out
- Submitted by **Thursday, December 22, 2016**

TO SUBMIT:

Please fill out the attached form completely, include payment (check or exact cash), and enclose in an envelope clearly labeled To: Katie Inzinga AT Yearbook Well-Wishers. The electronic version may also be filled out and printed.

This can be mailed or dropped off to Addison Trail High School.

Questions? E-mail Katie Inzinga: kinzinga@dupage88.net

Thanks!



Katie Inzinga
Yearbook Advisor

AT Yearbook

Senior Well-Wisher Order Form

Prices:

\$10.00 1-75 Characters
 \$15.00 75-100 Characters
 \$20.00 101-125 Characters

*Character includes all letters, spaces, and punctuation. Each well wisher will automatically have the student's name at the top. Longer messages may be written for a charge of \$3.00 for each 1-25 characters.

Purchaser's Name: _____
 Purchaser's relationship to student: _____
 Purchaser's address: _____
 Daytime Phone Number: _____
 Evening Phone Number: _____

PLEASE PRINT LEGIBLY IN ENGLISH

Senior's Name: _____
 Senior's ID #: _____

Please PRINT neatly with ink. If you have Adobe Acrobat, you can type directly into the form.
 Each row is 25 characters.

Total number of letters, spaces, and punctuation marks: _____

Cost of message: \$ _____

Total Payment Enclosed: \$ _____ ☐ Cash ☐ Check # _____

Checks payable to: Addison Trail High School

ALL ORDERS MUST BE RECEIVED IN WRITING NO LATER THAN THE DUE DATE

Questions? E-mail Katie Inzinga ~ kinzinga@dupage88.net

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