

BERKSHIRE JUNIOR-SENIOR HIGH SCHOOL
14510 N. Cheshire Street, PO Box 365, Burton, Ohio 44021
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October 22, 2019

Dear Parents/Guardians:

Hello! You are receiving this letter because you are a parent of a senior student at Berkshire High School. My name is Tara Ryks and I am the yearbook advisor for this school year. This letter is to inform you and your student about the requirements for senior pictures, purchasing a yearbook, and the opportunity to buy an advertisement on behalf of your senior student.

1.) Seniors must submit a senior picture to me via email or a hard copy. The portrait should not be a full body shot and must be vertically orientated. *The goal is to have the student's face large enough so that the audience focuses on the student and not the rest of the picture.* Please ask if you have any questions regarding this guideline. Failure to follow these guidelines may result in the use of a student's school picture. Pictures must be submitted before April 1, 2020. If you get the pictures professionally taken, ask the photographer because he has the capability of emailing the portrait to me. The yearbook staff can take a good quality photo of your child if you desire. In the past, we have taken senior portraits out on the step and they have looked great. Please let me know in email if you wish the yearbook staff to do so. Senior Picture is due APRIL 1st!

My email: tara.ryks@berkshireschools.org

2.) You may purchase a 2019-2020 yearbook for this year by going on our yearbook website www.jostens.com. Find the link that says **Yearbooks**. Go to **Buy your Yearbook**. It will prompt you to search for your school. Make sure you click on the Berkshire High School in Burton, OH. You can purchase online using a credit card, PayPal, or an online check. We will not be ordering extra books so make sure you get this order in before the end of the school year. The cost is \$60. We have to give our final count of yearbooks by April 2020.

3.) Attached you will find paper work for purchasing an advertisement in the yearbook for a senior student. The size this year will be a quarter page and can include up to four pictures plus a note from family or friends. If you would like a personal ad for your student, please fill out the attached form. The parent advertisement is free. The advertisements are due by April 1, 2020. Please include the photos you wish to include in advertisement.

Thank you for your time and attention towards creating a successful Badger yearbook and Senior Year!

Sincerely,
Mrs. Tara Ryks
Room 207
Berkshire Junior-Senior High School

Math, 7-12
Yearbook Advisor
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