

MEMO TO: All Staff Members

FROM: Marjo Holthaus, Yearbook

RE: **Picture Day Schedule**
Friday, September 22, 2017

School pictures for the yearbook, student identification cards and portrait packages will be taken on Friday, September 22nd. Students will need to have pictures taken in dress code. All staff members are asked to have their pictures taken for the yearbook. **The Group Faculty picture will be at 8:30 on the 22nd.**

Student pictures will be taken according to **the class they are in as referenced on the schedule.** The photographers will be set up in the gymnasium. Teachers will walk their students to the gym. Please enter the gym through the doors at the end of the band/science hallway. Students should check in at the table and then form two straight lines in front of the stage. When students are finished having their picture taken they should wait quietly on the gym bleachers.

The schedule is as follows:

9:10 Mr. DeWall – 8th
Ms. Hazen – 8th

9:30 Mrs. McNew – 8th
Ms. Poe – 8th

9:50 Mrs. Holthaus – 8th
Ms. Roberts – 8th

10:00 Mrs. Nelson-Rogers – 7th
Mrs. Beals – 7th

10:20 Mrs. Harrison – 7th
Ms. Rich – 7th

10:40 Mrs. Ziemba – 7th
Ms. Shaeffer – 7th

11:30 Ms. Ham – 6th
Mrs. Cogan – 6th

11:50 Mrs. Andrews – 6th

12:10 Ms. Brooks – 6th
Mrs. Burdette – 6th

12:30 Ms. Rivera – 6th



If we need to alter the schedule as the day progresses, you will be notified prior to your scheduled time.

Reminders to parents will be put in your mailboxes. They need to be sent home on Monday, September 18th.