



May 2022

Dear Parents of the Class of 2023,

The yearbook staff is excited that your student is a senior!

In order to help you prepare for what is required for the yearbook, you will find senior portrait guidelines in this attachment as well as online at [www.tcatitans.org](http://www.tcatitans.org) > Schools > High School (scroll down to) > Yearbook Information.

Please note that senior ads will still be available for purchase this fall. Look for more information about those when they become available in the very near future.

The following page will help you honor your senior with a personalized photo in the yearbook. Please help us by reading through this page and knowing the guidelines for senior pictures before they are due.

All senior pictures are due on or before

**September 30, 2022.**

Thanks for all your help!

Sincerely,

2022-2023 Torch Staff  
The Classical Academy  
975 Stout Road  
Colorado Springs, CO 80921  
[mlahn@asd20.org](mailto:mlahn@asd20.org)

The Classical Academy Yearbook  
**SENIOR PHOTOS INFORMATION**  
CLASS OF 2023

**\*\*Senior Portrait Deadline: September 30, 2022**

**The Classical Academy School's Senior Portrait Specifications:**

Background .....	outdoor preferred (uncluttered and free of distractions)
Pose .....	<b>facing forward with both eyes visible from the waist up.</b> *no pics lying down, no hands on face, no knees visible, no hand gestures
Orientation .....	<b>vertical</b> photo; no skewed or leaning photos
Please <b>NO</b> .....	studio names, logos, props, hats, pets, sunglasses, soft focus, vignettes, etc.
Attire .....	The Classical Academy dress code guidelines do apply for modesty, grooming and jewelry. <i>Note:</i> Girls are allowed two earrings and one cartilage ring/stud in each ear. No other visible piercing is allowed for girls. No visible piercings are allowed for boys.
Photo Format .....	.jpg at a high resolution (300 dpi or higher)

**\*\*TCA YEARBOOK RESERVES THE RIGHTS TO REJECT PHOTOS THAT DO NOT MEET THESE GUIDELINES. THE YEARBOOK STAFF MAY CROP PHOTOS AS NEEDED.**

**Photo Submission Requirements:**

- 1.** File names **MUST** be named in the following format: **lastname,firstname.jpg**
- 2. Upload** all student portraits to this website: [www.hjeshare.com](http://www.hjeshare.com). (\*Do not email photos.)
- 3.** Use the school code **tcatitans** and then enter the required information. Click on **“Upload Your Portrait”**. You will see our guidelines and a few sample images. Select your image, confirm the crop, and enter your senior’s grade as **“12”** and type your senior’s first and last names. After reviewing your portrait, please submit your photo.
- 4. SENIOR PORTRAIT DEADLINE: September 30, 2022**
- 5. LATE PHOTOS:** We cannot accommodate late senior portraits because they can shut down our production, and we also have plant deadlines to meet.