

Senior Year Survival Guide for Parents/Guardians

All senior portraits and memories are due no later than October 30, 2015

- **Yearbook Portraits** can be emailed to phsyearbook@portsmouth.k12.nh.us (300 dpi, JPEG or TIFF format.) or submitted in “hard copy.” Please be sure the name of the student is included in the email or on the back of the photo. Portraits submitted in “hard copy” must be 2”x 3” and vertical. Head and shoulders shot in black and white or color are acceptable. Portraits may be dropped off in the senior grade office in the Yearbook box. *The Yearbook Advisors have the right to refuse any senior portrait that is deemed inappropriate.*
 - **Senior Memories** must be emailed to: phsyearbook@portsmouth.k12.nh.us. *Please refer to the Senior Info sheet for details.*
 - **Baby Ads/Friends Ads** **AD SPACE IS LIMITED AND DUE DATE IS ABSOLUTE. LAST YEAR WE SOLD OUT SO PLEASE DON'T DELAY! First come first serve basis ~ don't be disappointed so don't delay!** Ads will be accepted until **October 30, 2015**. Please refer to the form enclosed for specifications.
 - **Cap and Gown information:** Enclosed is an order form for Cap and Gown. Please have your senior complete the form and drop it off with a check made payable to University Cap and Gown in the amount of \$25 to their Grade Office (announcements and email notices will be sent).
 - **Diploma Information:** Please have your senior complete the form entitled Diploma Information. This is the way their name will appear on their diploma in June. It should be legible and reflect their legal name (middle initial/middle name is optional.)
 - **Graduation Info:** The date of graduation is determined in late March, after the threat of snow days and is voted on by the School Board. You will be advised as soon as the date has been set. Tickets are limited; you will be advised as to the number of tickets available to each student in May. If you require special seating for anyone with a disability or an elderly person, a list will be started after Memorial Day. Please call Mrs. Duprey (436-7100 ext 2910) to put your name on that list.
- Questions? For yearbook questions: Call (603) 436-7100 ext. 2927 or send an email to
 - Ms. Relinski at lrelinski@portsmouth.k12.nh.us or Mr. Harrison @ kharrison@portsmouth.k12.nh.us. Questions for Senior Guidance Counselor? Ms. Relinski email lrelinski@portsmouth.k12.nh.us (603) 436-7100 x 2927.