Senior Yearbook Information & Dates

CHS Class of 2027 Senior Yearbook Information

It is time to get everything together for your Senior Yearbook. You will submit your senior portrait, buy a yearbook, and design your senior ad completely online through our publisher's yearbook portal. Go to Yearbook Order Center and enter the School Number *12303* to get started. *If you need assistance or have questions, please stop by the yearbook room (604) before or after school or email Jennifer Brown at jlbrown@cdaschools.org*

Important Dates	Guaranteed Entry	Final Deadline
Senior Portraits	Oct 10, 2026	Nov 1, 2026
Senior Ads	Nov 1, 2026	Dec 1, 2026 ***The portal will close when spaces have been filled.*** *We guarantee ad space will be available up until the date on the left.*
Distribution &Pick up	*Jun 3, 2027*	*Jun 14, 2027*

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Distribution &Pick up	*Thursday before finals week*	*Monday after graduation*

PACKAGES & PRICING **Does not include $4.99 processing fee**	**July- September**	**October- December**	**January- Sell out**
The Viking • Yearbook Only	$60	$65	$75
The Ruby Viking • Yearbook with Personalized Name Stamp	$63	$68	Not available
The Sapphire Viking • Yearbook with Personalized Name Stamp and Icon	$68	$73	Not Available

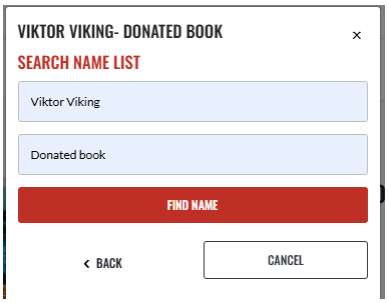
NEW

Viktor Viking- *Donated book*

- Yearbook Only
- This yearbook package will anonymously help out another Viking
- Select *Viktor Viking* on the name list and your purchase will help out another Viking.
  Viking TBD by Advisor, Counseling Dept, Administration

$60

First Name: Viktor Viking
Last Name: Donated Book



NOTE: Yearbooks that are not picked up by the purchaser by the end of the school year *(the Monday after graduation)* ***are the property of the District to be disposed of in the manner deemed appropriate by the District.***

AD SIZING & PRICING	July-August	September-October	November- Sell Out
Bronze Ad (⅛ page)	$50	$55	$65
Silver Ad (¼ page)	$80	$85	$95
Gold Ad (½ page)	$150	$155	$165
Platinum Ad (Full page)	$250	$255	$265

Senior Photo Dos and Donts

SENIOR PORTRAITS

Regular school pictures will be taken by the school hired photographers during registration for all seniors for the ID cards.

- Note: ID photos are used for more than ID cards and yearbooks. This photo is used by the school for various recognitions throughout the year and can be published in newsletters, newspapers, websites, and social media platforms.

Seniors have the option to use a professional senior portrait in place of their school picture for the yearbook only. Professional portraits are required for this option. Students are responsible for supplying the submission information to their photographers.

- Dress and groom appropriately for your ID photo if you do not plan on hiring a senior portrait photographer.

Since the photo can be used legally for identification purposes, the following requirements will be in effect for any senior choosing to submit a professional portrait for the CHS yearbook:

- Minimum file size requirements: 2 x 3 inches @ 300 pixels per inch JPEG file. Larger file size is better.

- **Photos will not be accepted via flash drive, email, or hard copy prints.**
- All photos must be submitted electronically through our yearbook portal

- Name submitted with picture MUST be the legal name on file with the school
    - Per the Coeur d'Alene Public Schools publication *Yearbook Guidelines*: The use of a student's legal name on file in the office will accompany their portrait in the yearbook unless there is a parent/guardian-approved preferred name on file in our student management system. Preferred names/nicknames may be used in candid pictures, quotation, and other references provided that the other name is on file and approved by a parent and/or guardian (5).

- The file software has its own confirmation page when you have successfully uploaded the file. Please make sure the information is all spelled correctly.

- Photos that do not adhere to this risk being out of uniformity with the others or having the school ID photo substituted without having to be notified by yearbook staff.

- Only students who are currently enrolled at CHS by the photo deadline will be included in the senior portraits section of the yearbook.

- The yearbook staff reserves the right to crop the picture as needed.
- Notifications of any portrait violations do not have to be given. However, we will do our best to help make sure a senior photo is correct. Communication will be through email only. The school ID picture will be used instead if no response is received.
- Your student ID photo will be used if you do not submit a portrait by ***Nov 1, 2026***
- Students are responsible for supplying the submission information to their photographers.

DOs and DON'Ts

DOs

Portrait MUST be:
Vertical
Full color
Front facing and looking at the camera
Include all the head & shoulders
Face unobstructed (no hands on face or hats)
Follows the dress code
Only the senior is in the photo

Be aware of the background - things such as vehicles, trees, and even walls may look odd when the photos are cropped and placed.

Please note that this photo is straight on, at eye level, not from above or below, and that this is not an "over the shoulder" or "looking back" pose.

Think **Driver's License Photo** but nicer. Your yearbook photo can be used at the DMV to prove your identity.

Cropping

Cropping will happen when your submission moves into the photo frame on the page. It is important that you leave some space above your head and on the sides to allow for proper spacing.

Poses that are full length, sitting, or leaning run the risk of cropping awkwardly. The yearbook staff reserves the right to crop/ zoom the picture as needed to meet the legal requirement or fill the space for uniformity.

DON'Ts

Portrait NOs:

No horizontal portraits
No black & white images
No filters
No face paint/ face masks
No props, hats, or cars
No animals or other people
No full body
No gestures or hand symbols
No screenshots
Not downloaded from social media
Not taken from the side, above, or below

Although each of these photos has their charm, the faces are not visible enough for use as an official portrait in the yearbook or will crop unflatteringly.

Use these photos in your senior ad instead

Once the senior portrait pages have been created, they will be printed out and made available for seniors to review and check for proper photo, name, and spelling of name. Announcements will be made and emails sent to notify seniors to check these page proofs.

- It is up to the senior to check this for inclusion and accuracy.
- Administration has final say on approval of senior portraits.

Senior Ads

SENIOR ADS

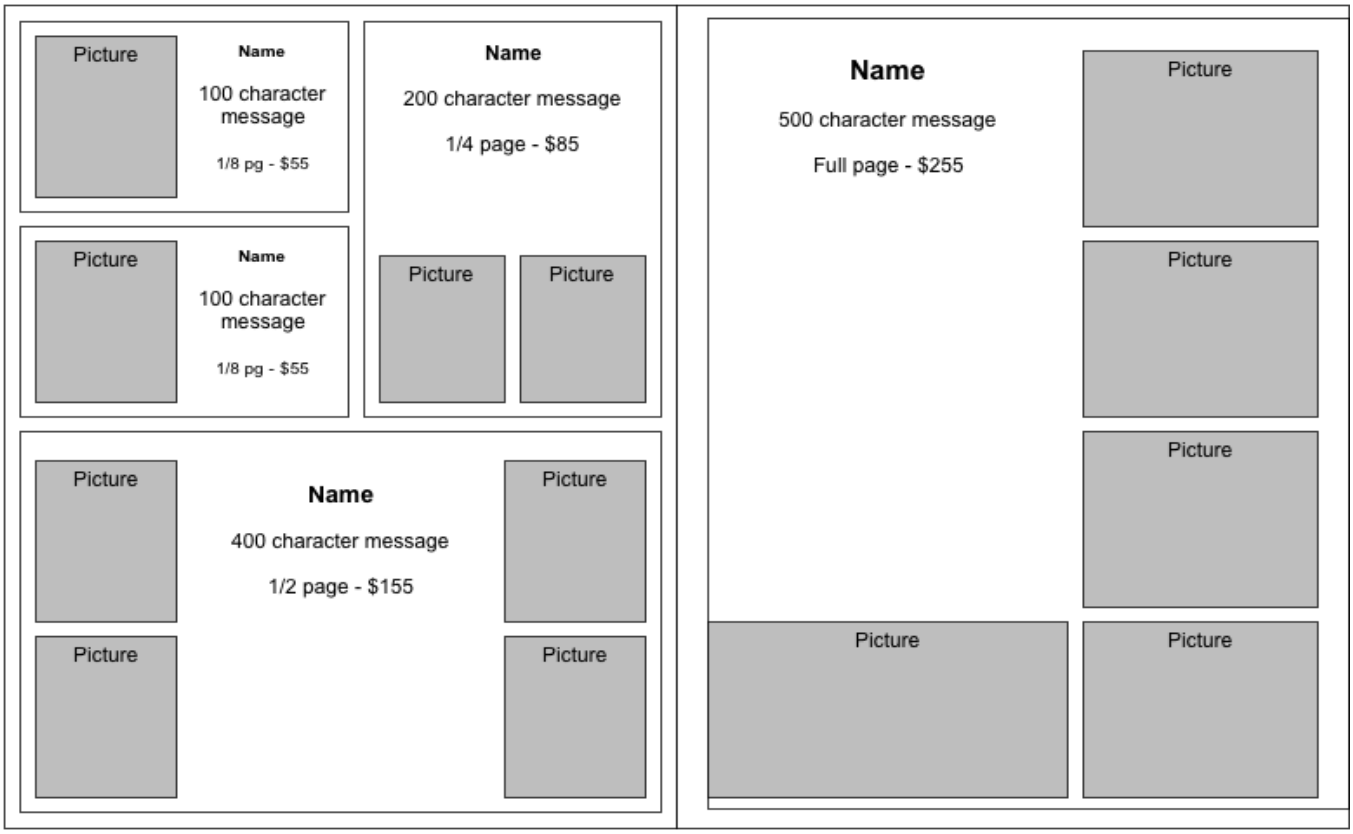
Senior ads give parents or guardians the opportunity to congratulate their students on their accomplishments. For a guaranteed spot submit by **Nov 1, 2026** **Final Submission Deadline is December 1st.**

Purchase and create ads online here: https://www.yearbookordercenter.com (code 12303)

- Ads may include baby pictures, childhood pictures, or senior pictures as long as they are school appropriate.
    - **Sorry, no naked babies.**
- The yearbook staff reserves the right to edit your ad if words or pictures are not school appropriate. You will be notified if your ad will be edited.
- There are a limited number of ad pages.
    - Ads will be accepted until the pages or sizes are full.
    - Ads are accepted on a first come first serve basis.
    - We guarantee ad space until Nov 11. (This does not guarantee every size will be available)
- **FAQs:**
    - Can I work on my ad in stages or does it have to be all at once?
        - The yearbook ad portal allows you to edit your ad as many times as you want. You can even design multiple ads.
        - Note: ad spaces can fill up while you are in the middle of your creation- especially in late October and early November. So that full page ad you designed might not be available when you go to submit because that size sold out while you were editing.
    - I am good at other editing software. Can I use that to create my ad?
        - NO. The portal options are pre-set by the yearbook staff to match the look and feel of each book. Some years there may be many font or color options. Other years, the options may be more tailored.
        - Please use the ad portal to design your ad for convenience and consistency.
    - Can I pay for my spot and come back and edit later?
        - **No.** Paying confirms you are happy with the ad you designed (even if it is blank).
        - The system only routes completed and paid ads to the CHS yearbook team.
    - I had the ad in my cart, why didn't you leave space for my ad?
        - The portal closes down when spaces have been filled. There is no way for us to see how many ads are in progress or pending in someone's cart.
        - We only receive the completed ads on our end.
    - I paid for my ad, but want to change a photo or wording. Can you give it back to me?
        - Making a change to a paid for ad is a lengthy process and has a fee. Once you submit your ad the only people to make changes to it is the

publishing company and they charge us a fee to make changes. Fees are based on the amount changes and the time to do it. ***It is best to submit the ad you want the first time.***

Senior Yearbook Ad Examples (*design and format subject to change*)
Below is the basic format of yearbook senior ad pages (a left and right page are shown). On the order center site, you will have several layout options. The dimensions below are only for visualization, they are not the actual size of ads:



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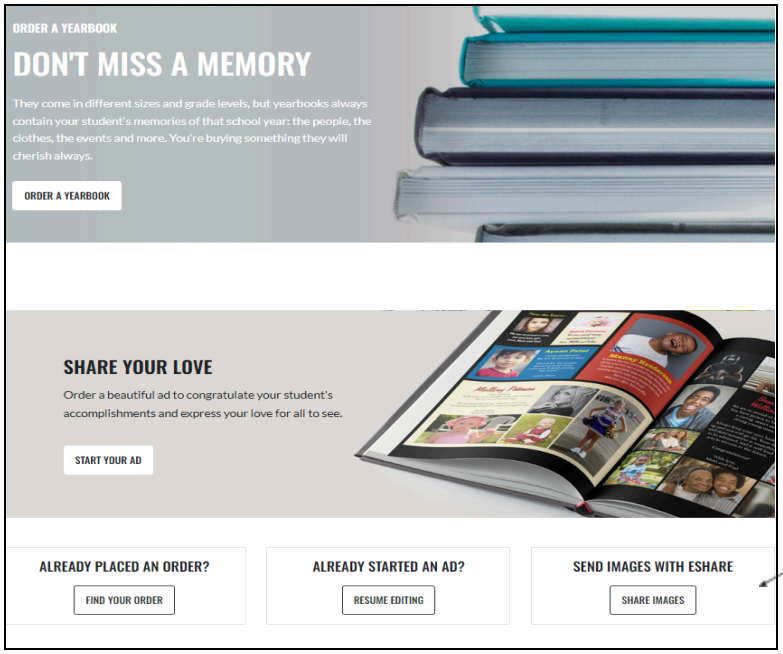
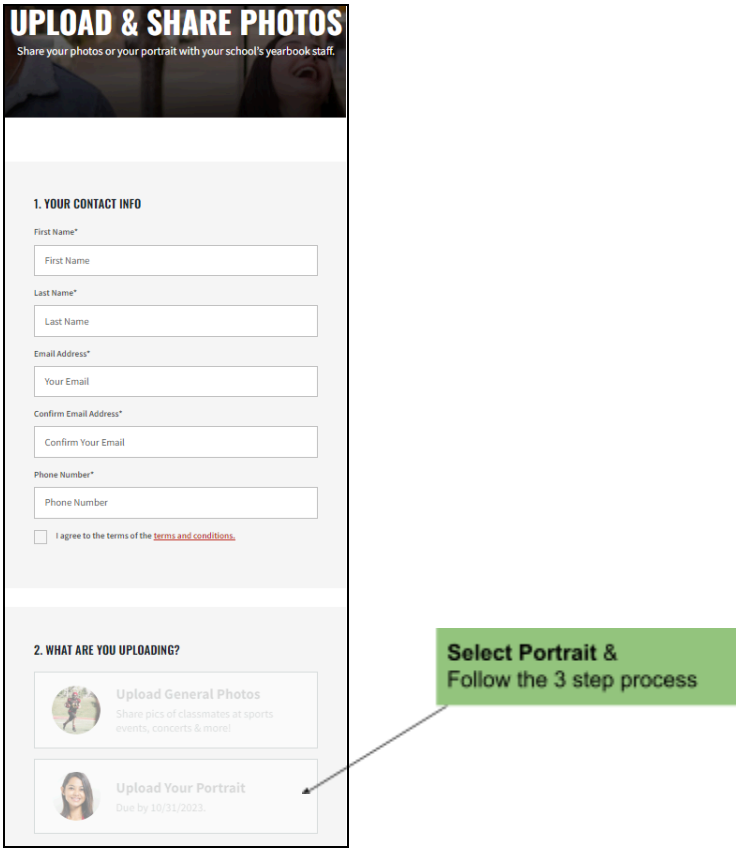
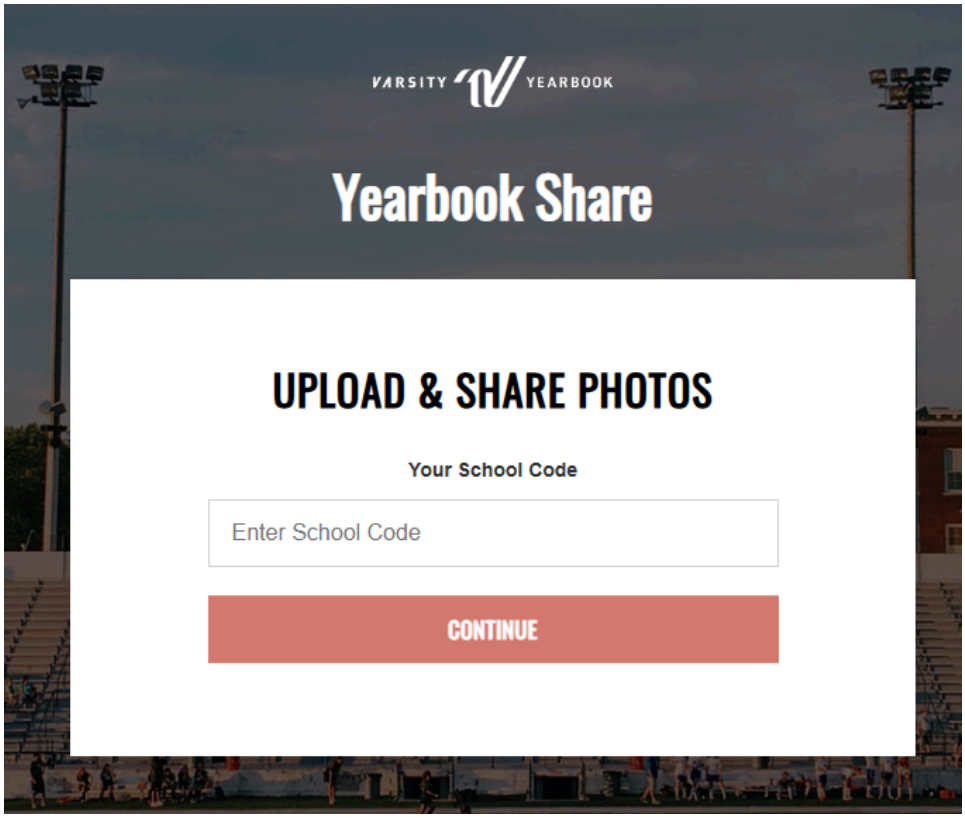
Submission Directions

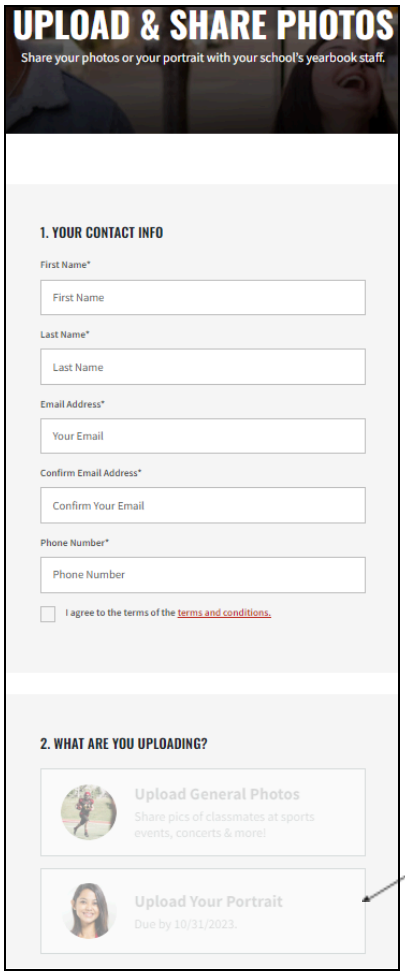
Senior Portrait submission options and instructions

- **Option 1:** Submit through: The Yearbook portal [Yearbook Order Center]
  School Number *12303*
  - 

- By clicking the ***Send Images with YEARBOOKSHARE***, it directly takes you to



- **Option 2**: Submit directly through: yearbookshare.com
    - School Number *12303*
- 

- 

- **<u>Option 3</u>**: Stop by the yearbook room for assistance before or after school