

READ THIS PAGE for Easy YEARBOOK Directions!

Student Individual Pages are an important way that we create memories and share who we are as a community. We encourage EVERYONE--seniors, non-seniors, and staff—to create a FREE individual yearbook page.

An individual's Yearbook page may NOT contain symbol, suggestion, or appearance of sex, violence, hatred, profanity, drugs, or nudity.

We think that free personal expression is very important. Consider, also, that students, staff, and the entire SAIL community want to enjoy the Yearbook. Therefore, we reserve the right to "censor" your page if it contains any expression that could be viewed as offensive.

STEPS TO CREATING YOUR PAGE

1. **Check FERPA:** **If your name is NOT on this list, BY LAW you CAN NOT be in the yearbook.** If you are NOT on the FERPA list, we have emailed you through your school email account with instructions for how to change your FERPA status.
2. **Create Your Page:** Use **Word, Publisher, PowerPoint, Photoshop, etc.** to create your page. You can use ANY software that will save as a PDF or IMAGE file.
 - ✚ Seniors will create a full page, 8.5x11 in and non-seniors will create a half page, 8.5x5.5 in.
3. **Design Your Page:** You can use imaginative design, cool photos, original art, intelligent content, original writing, favorite quotes & lyrics, etc., anything that reflects YOU to create your page.
 - ✚ **If a Yearbook page is created by hand, scan it, and submit digitally using the MS Forms link.**
4. **Save Your Page:** **SAVE AS YOUR LAST NAME FIRST NAME** (for example: Bell Emily.jpeg). Use the name you want us to use to label your page in the yearbook.
 - ✚ **Save your page as either: Image File (preferred), Word, Publisher, PowerPoint, or PDF**
5. **Upload Your Page:** In your **CANVAS NOTIFICATIONS** or on the **SAIL WEBSITE** or **LINKED BELOW**, find the link to the correct **MS Form** for submitting your page. Click on the link, then upload your page.
 - ✚ **Seniors Upload Link:** <https://forms.office.com/r/YmM34nWhj6>
 - ✚ **Non-Seniors Upload Link:** <https://forms.office.com/r/jepcsD7DUg>

If you need assistance, **See Emily in the Media Center** or speak with any Journalism student.

**PAGES ARE DUE FRIDAY,
MARCH 7th**