

SCHOOL DATA REQUEST

Picture day is fast approaching and we need to prepare to ensure we meet your needs and expectations.

The most critical thing we need for a successful day is student data to prepare camera tickets. Please prepare the data as described below and email it to us as soon as it is available.

WE REQUIRE YOUR DATA TWENTY-ONE DAYS PRIOR TO PICTURE DAY.

Data should be prepared as follows:

STUDENT DATA

	A	B	C	D	E
1	LastName	FirstName	Grade	Teacher	StudentID
2	Johnson	Mary	Pre-Kindergarten	Mrs.Eberly	J524589
3	Brown	James	Kindergarten	Mrs.Carson	B526589
4	Johnson	John	Kindergarten AM	Mrs.Smith	J236599
5	Johnson	John	Kindergarten PM	Mrs.Smith	J236599
6	Samuals	Patricia	1st Grade	Miss. Kletting	S225636
7	Green	Elizabeth	1st Grade	Miss. Kletting	G5266588
8	Williams	Robert	1st Grade	Miss. Kletting	W12222
9	Davis	Jennifer	2nd Grade	Mr. Jones	D112369
10	Miller	Richard	2nd Grade	Mr. Jones	M121658
11	Wilson	Charles	2nd Grade	Mr. Jones	W122015

- All students need to be in the same document.
- It must be submitted in Excel as spreadsheet or a CSV text document.
- Data fields should be separated and fields required are as follows:
 - Student Last Name
 - Student First Name
 - Student Grade
 - Teacher or Homeroom
 - Student ID Number

STAFF DATA

	A	B	C	D
1	LastName	FirstName	Grade	Title
2	Smith	Mrs. Katherine	Kindergarten	Teacher
3	Kletting	Miss. Ashley	1st Grade	Teacher
4	Jones	Mr. Brian	2nd Grade	Teacher
5	Kesler	Mr. Brad		Principal
6	Cunningham	Mr. Roger		Administrator

- It must be submitted in Excel as spreadsheet or a CSV text document.
- Data fields should be separated and fields required are as follows.
 - Staff Members Last Name
 - Staff Members First Name and Salutation (i.e. Mrs. Katherine, Mr. Brian)
 - Title (i.e. Principal, Administrator, Teacher)
 - Homeroom (if they are a homeroom teacher)

If you have any questions about the data requirements please feel free to contact us by email or phone. Also a reminder that order forms / pre-pay envelopes should be passed out two weeks prior to picture day. Next day notices passed out the school day prior to picture day.

Thanks for your help in making picture day a success for your school!