

Fall Portraits Memo

Tuesday, September 3

- **All**, pictures will be taken in the **Semmes Gym on Tuesday, September 3**.
- **Advisors**, please review the following with your advisees:
 - Ordering will take place online this year. The link to preorder pictures can be found [here](#). The access code is C663462. If parents have any questions, they can call Leonard's at 1.800.215.4852.
 - The attire should be Chapel attire. Male students need to wear the ESJ-approved uniform tie or bowtie; jackets are optional.
 - SENIOR advisors, seniors are not being photographed today.
- **Faculty**, please release students from your classes at the appropriate times. If you are giving a test, we have some flexibility, so please tell your students that they may come down during their study halls, free periods or lunches instead. We will return your students to you as soon as possible.
 - As soon as students sit for their pictures, they will need to proceed to the vision screening.
- **Faculty and staff members who did not sit for their pictures in August**, or who do not care for the pictures already taken, may take their pictures during any time slot throughout the day.
- **Retakes** will be offered on Thursday, October 24.
- **SCHEDULE...**

8:00 - 8:15	Any student with a conflict
8:15 - 8:30	Grade 6 (A - M)
8:30 - 8:45	Grade 6 (N - Z)
8:45 - 9:00	Grade 7 (A - I)
9:00 - 9:15	Grade 7 (J - R)
9:15 - 9:30	Grade 7 (S - Z)
9:30 - 9:45	Grade 8 (A - I)
9:45 - 10:00	Grade 8 (J - R)
10:00 - 10:15	Grade 8 (S - Z)

10:15 - 10:30	Grade 9 (A - F)
10:30 - 10:45	Grade 9 (G - L)
10:45 - 11:00	Grade 9 (M - P)
11:00 - 11:15	Grade 9 (Q - Z)
11:15 - 12:00	Any student with a conflict
12:00 - 1:15	<i>Photographer & Staff Lunch Break</i>
1:15 - 1:30	Grade 10 (A - F)
1:30 - 1:45	Grade 10 (G - L)
1:45 - 2:00	Grade 10 (M - P)
2:00 - 2:15	Grade 10 (Q - Z)
2:15 - 2:30	Grade 11 (A - F)
2:30 - 2:45	Grade 11 (G - L)
2:45 - 3:00	Grade 11 (M - P)
3:00 - 3:15	Grade 11 (Q - Z)
3:15 - 3:30	Any student with a conflict