

# Berlin

CENTRAL SCHOOL DISTRICT

## MS/HS School Picture Day

All Students  
Grades 6-12



YOUR PORTRAITS. YOUR WAY.

### WHEN:

#### Originals:

**Monday, October 17th 2022**

**from 7:30 am - 3 pm**

*(Morning Questar Students - Please get your photos done upon arrival to school before you leave on your bus)*

**[Retakes: Wednesday, November 2nd 2022 from 7:30 am - 11 am]**

**WHERE: MS/HS Gym** *(Students will have a specific time that their grade level will be photographed throughout the day - see Page 2 of this document)*

**BY WHOM: JostensPIX** [Click here for JostensPIX website](#)

### WHY GET PHOTOGRAPHED?

While you are NOT required to buy a package, all students must get photographed for not only their **Yearbook for FREE**, but for our **SchoolTool** system to have an updated yearly photo of the student and for every student 6th-12th Grade to receive a **FREE photo ID card**. **If you do not get your photo taken, you do not get an ID.**

**2023 Graduates Only:** ALL Seniors must get their photos taken for your Senior ID card even though your Senior Portrait Days are on 10/12 & 10/13 through Upstate Images (see Mrs. Colbert if you never got those directions!)

### WHAT SHOULD I WEAR?

**School-appropriate attire following our Dress Code in the Code of Conduct.** Because photos are taken on a digital green screen to allow for multiple backgrounds to choose from, **please do not wear green!**

### HOW DO I ORDER?

**You do NOT need to send your child in with an order form or a check for payment ahead of time.** All orders/payments are done online after the photos are taken (see next question below).

### HOW MUCH DOES IT COST?

Getting your photo taken is **FREE**. However, if you'd like to purchase a package, **JostensPIX will post your photos on their online portal 7-10 days after your photo is taken where you can go on and order photos (if desired).** *Separate directions for the ordering process are on page 3 of this document)*

### WHO DO I CONTACT WITH QUESTIONS OR CONCERNS?

Mrs. Colbert is the MS/HS Picture Day Coordinator and the Assistant HS Yearbook Advisor. Please email her at [scolbert@berlincentral.org](mailto:scolbert@berlincentral.org).

Schedule &  
Directions for  
6th -12th Grade  
School Picture Days:



**Originals:**

**Monday, October 17th 2022**  
from 7:30 am - 3 pm

***(Morning Questar Students - Please get your photos done upon arrival to school before you leave on your bus)***

***(Retakes: Wednesday, November 2nd)***

**STUDENTS** -Report to class first and you will be brought down by your teacher to the Gym.

**TEACHERS** - If there are mixed grade levels in your classes, it is okay to send the students on their own during their scheduled Grade Level time. Otherwise, please walk students down to the Gym.

**Please get your photo taken too whenever you have free!**

Period/ Time	Grade Level
(7:30 - 8:00 am)	(Any Faculty & Morning Questar Students Only)
<b>Period 1:</b> 8:00 - 8:45	<b>ALL 12th Grade Students (+ Any Afternoon Questar Students)</b>
<b>Period 2:</b> 8:48 - 9:30	<b>ALL 11th Grade Students (+ Any Afternoon Questar Students)</b>
<b>Period 3:</b> 9:33 - 10:15	<b>ALL 10th Grade Students (+ Any Afternoon Questar Students)</b>
<b>Period 4:</b> 10:18 - 11:00	<b>Break for Photographers - No Photographs</b>
<b>Period 5:</b> 11:03 - 11:45	<b>All 9th Grade Students</b>
<b>Period 6:</b> 7th/8th Gr. Lunch 11:48 - 12:30	@11:48 - <u>1st Half of Lunch:</u> <b>8th Grade Last Names A - I</b>  @ 12:09 - <u>2nd Half of Lunch:</u> <b>8th Grade Last Names H - Z</b>
<b>Period 7:</b> 9th/10th Gr. Lunch 12:33 - 1:15	<b>All 7th Grade Students (Advisory)</b>
<b>Period 8:</b> 11th/12th Gr. Lunch 1:18 - 2:00	<i>Any High School Students Left</i>
<b>Period 9:</b> 2:03 - 2:46	<b>All 6th Grade Students (Advisory)</b>

# How do I order MS/HS School Pictures?

Directions for Parents



Please see the directions to the right on how to order your child(ren)'s school pictures this year. **Wait 7-10 days after your child's photo was taken at school for the photos to appear in the online portal.** These will be the same directions for the original Picture Days, as well as Retake Days.

## QUESTIONS?

If you are struggling with the Jostens site itself, please contact JostensPIX' customer service directly [Click here for JostensPIX website](#). If you have general Picture Day questions or concerns, contact Mrs. Colbert [scolbert@berlincentral.org](mailto:scolbert@berlincentral.org), MS/HS Picture Day Coordinator.

**Note:** You can order these photos anytime up until the Spring. Pricing Information Click [HERE](#).

## ORDERING DIRECTIONS:

1. Go to <https://shop.jostenspix.com>
2. Create a Log in using any email address you'd like and create a password.
3. Logging in will take you to the main landing page. Directly above the orange "Smile!" circle there is a sentence which reads "Click here to find your student and begin personalizing your photos."
4. Click on the blue, underlined word "here" which is a hyperlink.
5. You will now be on the "Search For Your Student" page
6. Enter the school's name
  - Grades 6-8 **"Berlin Middle School"**
  - Grades 9-12 **"Berlin High School"**
7. Enter your 2022-2023 Event Code
  - **HS: FE86322**
  - **MS: FE86422**
8. Enter your child's first and last name *\*Please be sure that this is the name as it is written in SchoolTool. Their "Access Code" is their SchoolTool Student ID number (lunch number etc.)*
9. Select the orange "Search" button
10. Your child's information will appear below. After the grade level there is orange text that reads "Add Student"...click that link.
11. Once you have access, the images will be displayed and you will be able to select your prints to order whatever package you wish, individual photos a la carte, a digital version of your photo...*whatever works for you!*
12. Anything ordered will be shipped right to the mailing address you provide in your order.