

Student & Staff Data Requirements



Dear

This letter is to confirm your school photo date(s) is set for

We will commence photography at the agreed time of

Please have someone available at the school 45 minutes prior to your allotted start time to allow us to setup.

At the time of production we like to ensure all spelling for each child and staff member is correct, therefore it is a requirement for your school to produce an excel file of all staff and students which has the following important information included:

Excel spreadsheet including:

- Class & Year Levels as they are to appear on the photos (eg 'Class 1A' or 'Year 1A')
- List of Staff including salutations (eg Mr, Ms Mrs etc) and their Home Group Teachers

(Teachers' names will be printed on Group Photos)

If you have any Miscellaneous groups, please supply a separate spreadsheet with the names of the students to be photographed in each group. This allows our processing team to complete names without your staff having to hand write any group name forms.

Compulsory Fields

WHOLE SCHOOL

SAMPLE DATA					
FIRST NAME	LAST NAME	CLASS	ID#	LIBRARY	D.O.B
Sally	Smith	8A	SS0008	134679	2/05/1989
Toby	Taylor	STAFF	STA015		

Fields such as these are required for ID CARDS

OPTIONAL FIELDS

MISCELLANEOUS GROUPS

SAMPLE DATA			
SPECIAL GROUPS	FIRST NAME	LAST NAME	CLASS
Year 6 Volleyball A	Caroline	Pennings	8A
Debating C	Tom	McSweeny	9C

We ask you to email this information at **least 5 weeks prior** to your school photo day, together with **page 2**. This allows us plenty of time to assess the information received, print your students' online access keys and ask for any alterations that may be required.

Thank you for your assistance and please note that production will not commence until we have received all relevant information.

Kind regards,

Leading Image Data Department
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