



## Picture Day – September 20, 2023

### Ordering Instructions

Lifetouch Studios will be here on September 20th to take individual pictures of each student for the yearbook and group class picture (K-2, 3-5, 6-8, and 9th). Here are some things to keep in mind about picture day and how to order them.

#### Individual Pictures

##### What to know:

- Pictures will happen first thing on Wednesday, the 20th. Please come prepared.
- **IMPORTANT:** The individual pictures are ones that are used for this year's yearbook. If your child is not here, it makes it very hard to include their picture in the yearbook. Please plan to have your child at school on picture day so their picture can be taken & used in the yearbook.
- For grades 3-9, all students will need to wear the KAS uniform: a pair of solid-colored pants with a polo shirt. The polo shirt needs to be either solid red, black, royal blue, or yellow (gold) with the KAS patch sewn on the upper left chest area. If you do not have patches, they can be purchased in the office for \$2.50 each.
- For grades K-2, all students will need to wear their daily Forest School uniform: a pair of solid-colored pants, their green forest school shirt, and regular school shoes.

##### How to order:

- Please find the digital order form link in the newsletter (September 13, 2023). You are encouraged to preorder BEFORE picture day with the preorder code (picture day ID) provided on the form. You can order and pay online and be done. If you would like to pay with cash or check, please wait for our paper order forms to arrive or print out a form and attached your payment to a filled out form. Please use exact payment and don't forget to include tax. Return your order form and payment to the school on the morning of picture day or before if you did not order online.
- If you preorder on or before picture day, your pictures will be sent to the school for FREE when they are ready.
- If you *DO NOT* preorder before picture day, you will still have the opportunity to order pictures, but there are a few things to keep in mind if you choose this option. You will be sent a picture proof once they are available, but NO order form will be available since the preorder code from the attached form will no longer be valid. Any pictures you want to order after picture day will need to be ordered & purchased online ONLY (no cash or checks will be accepted), AND you will have to pay for all shipping and handling fees so the picture package you ordered can be sent directly to your home.
- There is no obligation to buy.

#### Class Pictures

##### How to Order:

**Class pictures can be done by preorder ONLY.** We only received a handful of paper order forms so we will not be sending one home to everyone. If you want to order a class picture for your child(ren) you have the option to pay online using the instructions below or request a paper form from the office. If you would like to use a paper order form and pay with cash or check, please contact the office, [knoxvilleadventistschool@gmail.com](mailto:knoxvilleadventistschool@gmail.com), to request one. You will need to complete the form, include payment, and return it to the school on picture day, or before in order to receive the class picture. Again, there is no obligation to buy.

##### Instructions for ordering class picture online:

Go to [mylifetouch.com](http://mylifetouch.com). Enter in this picture ID number: EVTTNSZRS. Follow the directions where it will take you to the pictures and payment.

If you have any questions about individual or class pictures, please don't hesitate to ask.