

## **Guidelines for submitting a Student ID photo:**

**Students are required to submit a photo in advance of the start of classes to be used for a student facebook for our faculty. Photo submissions must adhere to the following guidelines:**

- Photos should be taken against a white or off-white background
- Photos should be taken vertically (portrait orientation).
- Photos should be in color. No black and white photos will be accepted.
- Photos should include shoulders as well as room above the head so they can be cropped to fit the space.
- Students should be facing straight ahead with shoulders square to the camera (please no side angles or self-portraits—photo must be taken by another person).
- Girls should wear a bun (your usual ballet class bun style is preferred).
- Photos should be clear and crisp preferably using a camera or phone that is 5 megapixels or higher. (No blurry pictures please!) Please try to keep photos under 5MB in size.
- Save your photo as a JPEG file with your full name in the following format, e.g. "Mary\_Smith"
- Please do not submit headshots, dance photos, or fashion photography; these photos will not be accepted.

Sample photos are provided below:

*(please note for the purposes of keeping the pdf size down, these photos may appear pixilated. Your submission should be as sharp as possible)*



**Your ID photo should be uploaded to the online Information Update Form. For questions, please email [idphotos@sab.org](mailto:idphotos@sab.org)**