

Gateway Middle School



AARON E. JOHNSON, M. Ed. / Principal

August 30, 2010

Dear Parents/Guardian(s):

Students at Gateway Middle School are scheduled to have their pictures taken by Elaine Petrakis Photography on Wednesday, September 15, 2010.

Students absent on September 15 will be able to be photographed on a make-up date to be announced.

PROCEDURES:

1. Grade 8 homerooms will be called beginning at approximately 8:20 a.m., at which time students will proceed to the auditorium lobby. All students are to have their picture taken so that they may be included in the school yearbook. **NO MONEY IS NEEDED AT THIS TIME!!!**
2. After the pictures are developed, each student will receive an order envelope accompanied by a "proof" of the picture.
3. You will have a few days to review the picture and the packages available for purchase. Contents and prices of these packages will be listed on the order envelope.

THE DAY, DATE, AND TIME TO TURN IN YOUR ORDER WILL BE ANNOUNCED.
YOU WILL MAKE YOUR CHECK PAYABLE TO Elaine Petrakis Photography.

4. Once you have made your choice and turned it in, the studio will develop the pictures and return them to Gateway Middle School for distribution.
5. If, for some reason, a picture contains a flaw, (blur, closed eyes, etc.) the photographer will retake a picture on make-up day. A make-up picture REQUESTED FOR ANY OTHER REASON will cost \$3.00.

I hope this information is helpful. If, however, you still have a question, please contact me at 373-5781.

Respectfully,

A handwritten signature in cursive script that reads "Aaron E. Johnson".

Aaron E. Johnson
Principal

/jrb