Type of Camera to Use:
- professional-grade digital camera (preferred)
- iPhone 6 or higher

Photo Requirements:
- Photos can be taken either horizontally or vertically.
- Photo must be the original, untouched version. **DO NOT** crop, apply filter or alter the original photo in any way as this will degrade its quality.
- Photos must be at least 5MB in size (information can be found under "Properties" if you right click on a photo file).

Prior to Taking Photo:
- If using a digital camera, set it to the highest resolution possible. An iphone will automatically be set to the highest resolution
- Clean camera lens

While Taking Photo:
- Avoid digital zoom. This feature only makes the picture larger digitally, it does not actually zoom into the subject, thus it can cause distortion of the image. The Department will crop the photo to fix the poster requirements.
- If using a phone, only use the rear facing camera.
- Try to take photo in natural light, outside is prefered or near a large window.
- Use autofocus to ensure a clear image.

After Taking the Photo:
- When sending photo from a mobile device to your computer, please select "actual size" on sending options.
- Save photo as a .jpeg file. Label photo TOY or POY, first name, last name, school system- for example, TOY_Mary_Smith_Ascension_studentpic
- Get a signed consent form from the guardian of each student in the photo.
- Scan all consent forms into one PDF file. Label waiver PDF as above, for example, TOY_Mary_Smith_Ascension_studentwaiver
- Log into the Teacher/Principal of the Year online application portal and upload your photo and the (one) PDF of consent forms.
- Questions- Send to excellenteducators@la.gov.