

PARKWAY PTA

www.parkwayschoolpta.org

Fourth Grade Memory Book

To: 4th Grade Parents

From: PTA Memory Book Committee

It may be hard to believe but this coming June our fourth graders will be graduating from Parkway Elementary School. We have already begun working on creating a memory book to commemorate your children's years at Parkway. We're looking forward to working with you in creating and preserving our children's memories in this wonderful keepsake.

Toward that end, we are looking for your assistance over the coming months to gather pictures of your children. At this time, we are asking you to locate a photo of your child as a baby or young child. (In about a month we will be asking for additional pictures of your children during their years in Parkway, so you may want to collect those while looking for the baby pictures. We are collecting **only** baby pictures at this time.)

Your child's face should appear no smaller than the size of a quarter and no larger than the size of a half dollar. We would appreciate only original copies of pictures to ensure the highest quality reproduction in the yearbook. No photocopies will be accepted. Please note that these pictures **will not be returned** to you.

To submit your baby photos, please choose from one of these two easy methods:

- Put the photos in an envelope marked "PTA- Memory Book Baby Pictures". Be sure to include your child's name and teacher's name on the envelope. **Please do not write on the back of any photos.**
- Upload your digital photos (TIF or JPG only) to <https://images.schoolannualonline.com>
Enter user name: 400113766 and password: baby. Click "browse" to select the photo & click "upload", then provide the required information and click "save details".

Please note: All baby pictures must be submitted by **October 24, 2011**.

If you have any questions, please call one of us. We appreciate your help with this project and we look forward to a wonderful yearbook.

PTA Memory Book Committee

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