January 15, 2016

Dear Parents,

After some delay, it is now time to start ordering the 2015/2016 yearbooks. Normally, we begin selling the yearbooks in August or early September. However, this year there were some issues with the publisher and the ordering sites. Because of this delay, the publisher is giving us a discount on our yearbooks. The high school yearbook will now cost $48 while the elementary/middle school yearbook will cost $28.

There are two ways you can order your child’s yearbook.

You may order online at www.schoolannual.com. When you get to the website, you will click on Buy Your Student’s Yearbook and then find University School (for the elementary/middle school) or University High School in the dropdown menu. Please make sure you have your child’s name put on the yearbook because this is included in the price.

The second way you can order is to complete the yearbook order form and return the complete form with a check made out to University School to either your child’s teacher or to me. Please make sure the form is completed and your child’s name in the personalization box as this is included in the price.

**The deadline to order is March 31, 2016.**

In addition, we are looking for any pictures of vacations, outings, ballgames, or activities that your child has participated in this school year. We also need pictures of your child with his/her pet for the high school yearbook.

If you would not mind sharing your pictures, please send them to school with your child, or email them to me at hammondse@etsu.edu. Please make sure each person in the picture is identified.

We need the pictures as soon as possible and the final deadline is February 26, 2016. I will scan the pictures and return as soon as possible.

Thank you for your help,

Evelyn Hammonds
Yearbook Adviser