Renaissance

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School Photographer Guidelines

Schools can upload student and staff digital images En masse if image and index files are appropriately formatted. eSchoolData Student Management System requirements are listed below:

Digital Format

Staff and Student Photos

1. Preferred aspect ratio is 1.25 (4 x 5)
2. Maximum file size is 100KB
3. Student photo file name must match the student's school ID
4. Files must be *.JPG format

Tip: If high resolution images are greater than 100KB, use the JFIF compression method to reduce the size of the picture without compromising the quality.

Note: An aspect ratio of 3x4 is acceptable, but 4x5 is preferred

Index File Format

Staff and Student Photos

5. The index file can either be a Text or Excel file
6. The **student photo** index file must contain the student ID#, student grade level, and image file name.
7. The **staff photo** index file must include the Staff ID#, First Name, Last Name, School Code, and image file name
8. All fields are required – none can be blank.