PowerSchool Photo Portal

Lab Middle and High School students receive computer technology equipped ID cards produced by the University of Chicago.

In order for Lab to have the pre-printed ID cards ready to distribute when school begins, we need the assistance of families to take an appropriate photo of their student and upload it to either the student or parent PowerSchool photo portal.

This photo will be used for the next 2-3 years so it’s important that the photo be as recent as May/June, 2017. **Only rising 6th, 9th and 11th graders are asked to submit photos.** The photo portal will **close on July 1, 2017.** Please upload your child’s photo to access Back to Lab information.

**UChicago ID Card Image Requirements**

Please follow these examples to make sure your picture is approved:

**YES**

Your picture must be a recent, well-lit, color photo with a solid white background. It must be front facing with eyes open and visible. Crop the image from the top of the head to the collarbone.

Students may take a picture with their own or a friend’s phone in front of a provided white screen with proper lighting until the last day of school, between 7:30am-4:00pm, Monday through Friday, in the lobby of Gordon Parks, underneath the grand staircase.

**Detailed photo criteria**

- Your picture must be a recent color photo with a **SOLID WHITE BACKGROUND.**
- Picture should at minimum include the top of your collarbone and a small space between your head and the top of the image.
- Your picture must be a JPEG file no larger than 1MB.
- Directly face the camera, with no side profile of your face.
- No hats allowed, along with sunglasses, jewelry, or garments of any sort that obstruct the view of your face or head. (Religious headwear permitted.)
- No red eye or flash reflection off of your eyeglasses.
- No “selfies”, please.

**NO**

Please avoid these issues with your photo:

- No closed eyes
- No hats, etc.
- No side-profiles
- Must have a solid white background
- Don’t crop too much
- No sunglasses