Principal Dr. Tom Harmas

Assistant Principals Maureen Borto

Christopher Glander Karen McDaniel Valerie Piehl Justin Quick Joseph Schaller Amy Skeens-Benton Toby Steele Brittany Wiseman

> Athletic Director Jim Inskeep

Assistant Athletic Director Bruce Wolf

Phone Numbers Switchboard 317-846-7721 Attendance 317-571-5915 Counseling 317-571-5922





A MESSAGE FROM PRINCIPAL DR. TOM HARMAS

The colors of the leaves remind us of the ever-changing season, and as the leaves begin to fall, we too are planning for changes at Carmel High School. Over the past several months we have worked with architects to make changes in our building to better meet the needs of our students and staff. As we move into second semester, construction will begin in the Student Services, Health Clinic, Counseling, and Athletics/Activities areas. Due to the construction that will last through the summer, it is necessary to move several offices and close the Door 4 entrance.

When we return from winter break in January:

- All 10-12th grade student pick-up and drop-offs between 7:50 and 2:50 will be at the circle drive at Door 21 (Natatorium). Both attendance secretaries, Mrs. Remble and Mrs. Huntington, will be welcoming students using the same sign-in/sign-out process we currently use at our existing attendance window. Due to busses picking up students after school, any student pick-up/drop-off between 2:50-3:05 should be made at Door 13 (Freshman Center).
- Students who are meeting with Assistant Principal, Ms. Maureen Borto, will find her office at Door 21.
- Students and parents will be able to find the rest of the Student Services team (AP Mrs. McDaniel, AP Mrs. Wiseman, AP Mr. Steele, Mrs. Winters, and Mrs. McGuire) inside of the current Activities/Athletic office. These offices will be accessed through Door 2 (the main office entrance).
- The Athletic Offices will move to classroom G108 just outside of the Varsity Gym by Greyhound Station. These offices will be accessed through Door 2 (the main office entrance).
- The Heath Center will continue to operate in its current location during construction and can be accessed through Door 2 (the main office entrance).

These changes will be in place through the remainder of the school year with all construction scheduled to be complete by the start of next school year.

OFFICE	NEW LOCATION	HOW TO ACCESS					
Activities	Remains in current location	Door 2 (Main Office)					
Athletics	G108 (classroom near Varsity Gym/Greyhound Station)	Door 2 (Main Office)					
Attendance	Attendance Door 21 (Natatorium)						
Heath Center	Remains in current location	Door 2 (Main Office)					
Student Services	Current Athletics/Activities Office	Door 2 (Main Office)					
All 10th-12th grade student pick-up and drop-off between 7:50-2:50 will be at							
	the circle drive at Door 21 (Natatorium)						

We know it will take a while to adjust to these changes and we appreciate everyone's patience. We are excited for these updates and feel confident the newly renovated areas will enhance all we do at Carmel High School.

I want to thank the PTO for another wonderful Homecoming Dance and I wish all of you a Happy Thanksgiving.

Tom Harmas, Principal



STAY UP TO DATE:





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Kroger Community Rewards Choose Carmel High School PTO or NY210

School Calendar

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School Closed/Holiday		
Teacher Work Day, No Studer	ts - 8/12/19, 1/6/20, 5/29/20	
Homecoming - 9/27/19		
PSAT Testing - 10/16/19		
Final Exams - 12/17-20/19 & 5	22-28/20	
Late Start - Gold Day	Firs	t Late Start will be August 28th
End of Quarter - 10/18/2019, 3	13/2020	
End of Semester - 12/20/19 &	5/28/20	



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GRADFEST GEAR

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HTTPS://WWW.CCS.K12.IN.US/PTO-CHS/FUNDRAISING

Join us at our monthly PTO meetings!

DATE	LOCATION	TIME
December 3, 2019	Community Room	9 am
January 14, 2020	Community Room	9 am
February 4, 2020	Community Room	9 am
March 3, 2020	Community Room	9 am
April 14, 2020	Media Center 1 & 2	9 am
May 5, 2020	Community Room	9 am





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2ND SEMESTER SCHEDULE CHANGE REQUESTS

Now through the first week of second semester counselors are working with students to plan for any changes to their second semester schedules which were necessary because of first semester failures or teacher recommendations. If you are considering a request for a change to your student's schedule for reasons other than failing a class or following a recommendation made by a teacher, please be sure to check the information about schedule changes found in your student's *Pathways* beginning on page 26. If you have any questions, please contact your student's counselor.

MID-YEAR TRANSCRIPTS

There are often occasions when a college/university requests that you send them a mid-year or 7th semester transcript. This might include the following scenarios:

- 1. You applied to a Common Application college which requires a mid-year report.
- 2. Your admission decision was deferred until the college receives a 7th semester transcript.
- 3. You applied to a college with a regular admissions deadline in January or February and your 7th semester GPA would be beneficial to your application.

If any of these scenarios pertain to you or you need a 7th semester transcript sent for a different reason, please follow the directions below:

- **Common Application Schools:** Counselors will send out a mid-year school report and 7th semester transcript to all Common App colleges in which you have applied. There is no need to request a mid-year transcript for these Common App schools.
- Non-Common Application Schools: If you need a midyear/7th semester transcript for any other reason, please email your counselor with the following information:
 - » Name of College
 - » Deadline for Submission
 - Reason for Transcript Request (eg, deferred admission, scholarship, school requires midyear, etc.)

It is very important that you only request a mid-year transcript for those schools which require them. These transcripts should be ready to send out beginning the 3rd week of January. Please contact your school counselor if you have any questions.

CHS SUMMER SCHOOL REGISTRATION BEGINS

The session of CHS summer school will run from June 1 through July 1, 2020. Classes meet Monday through Thursday from 8:00am-12:00pm. No classes are scheduled for Fridays. Students who plan to attend summer school are reminded to see their counselor to register and to take care of any necessary changes to their schedule of courses for the upcoming academic year. Please note that a summer school reminder will not be sent to students. Students who have signed up are automatically in the class UNLESS notified directly from the high school.

Students attending summer school need to be aware of the strict attendance requirement. Students can only be absent the equivalent of one day (4 hours total).

Registration forms for current CHS students are available in the counseling center.

PLEASE NOTE: CHS summer school courses could be canceled if enrollment or funding is insufficient.

INDIANA ONLINE ACADEMY SUMMER SCHOOL

Carmel High School students have the option to take one or two courses through Indiana Online Academy (IOA) in the summer. IOA summer school dates are June 8 through July 23, with final exams scheduled at CHS July 20 through July 23. Students interested in taking a summer course through IOA must register for the course directly with IOA during their registration window, November 1 through May 29. <u>Registration for PE I or PE II must be completed by March 1.</u> For more information, please access the CHS Program of Studies available on the CHS website. Summer school information can be found on the last two pages.

ENROLLMENT FOR PRIVATE SCHOOL STUDENTS

Enrollment for private school students will be on February 11 and 12, 2020. Appointments can be made by attending the Academic Transition Night - Private School meeting that will be held on January 13. It will be necessary for Private School families to attend one of the two meetings held on January 13 at 6pm or 7pm. During that



meeting, you can schedule an enrollment appointment for February 11 or 12. If you are unable to attend one of these meetings, you can schedule your enrollment appointment by calling Lori Lynch at 317-571-4621 *after* January 13.

HOOSIER BOYS & GIRLS STATE

Applications will be available in late January for juniors interested in attending Hoosier Boys State or Hoosier Girls State this summer. Hoosier Boys State will be held on June 14 through June 20, 2020 at Trine University in Angola, Indiana. Hoosier Girls State will be held June 21-27, 2020 also at Trine University. Hoosier Boys/ Girls State programs are sponsored by the American Legion and American Legion Auxiliary. Participants learn about government processes, citizenship, and leadership. Due to the generous support of organizations such as Carmel Lions, Carmel Rotary, Carmel American Legion Post 155, and Carmel High School, our selected delegates incur no cost to attend. Students interested in attending must complete an application (including three teacher recommendations) and must have a minimum 3.0 cumulative grade point average. Delegates must be able to attend the entire weeklong session. Application information will be available through U.S. History teachers, as well as in the CHS 10th-12th Grade counseling center, beginning in late January. The online applications will be available through the CHS Counseling Canvas course only and will be due in late February.

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AP EXAMS

Registration: February 10-23 (For Exams Corresponding to Spring-Only Courses)

Exam Dates: May 4-15

Registration to take the College Board's Advanced Placement exams corresponding to summer, fall-only and yearlong courses ran from October 14-27, with a late registration window occurring October 28 - November 1. Registration for these exams has closed.

Registration for AP Exams corresponding to **SPRING-ONLY COURSES** will take place February 10-23, with a late registration window occurring February 24-28 (a \$10 late fee will be added to each registration). No additional registrations will be accepted after February 28, due to exam ordering deadlines set by the College Board. The fee for art, performing art, social studies and world language exams is \$98.00 per exam. The fee for state-funded English, computer science, math and science exams is \$17 per exam. Online payment will be made at the time of exam registration. Parents of students enrolled in a spring-only AP class will receive detailed information in late January about the registration process, via parent messenger. With this in mind, please make sure the school has your most updated email for communication.

Please note, this year College Board will be charging students a \$40 fee for the following:

 Registrations that occur after the initial AP Exam order has been placed

- Exam cancellations that occur after the initial AP Exam order has been placed
- Unused exams (when a student does not show up on the actual exam day)

Exams will be given May 4-15. Information about the test schedule and the exam registration process is available in the Counseling Center and in the Counseling Canvas Course.

For more information about the College Board Advanced Placement (AP) program, please visit https://apstudent. collegeboard.org/home.

HOMEWORK ASSISTANCE

The Rose-Hulman Institute of Technology is again offering their homework hotline assistance program. The service is free and is geared toward help in the subjects of math and science. Call 1-877-ASK ROSE. Hours of operation are Sunday-Thursday, 7-10:00pm.

STANDARDIZED TESTING INFORMATION

On October 16, all freshmen took the PSAT 8/9 and sophomores and juniors took the PSAT/NMSQT. The access code to the scores will be emailed to students from the College Board the second week of December if students included an email address on their PSAT answer sheet. Please take some time to look at your student's scores and evaluate what skills need to be improved. There is free SAT prep available through the Khan Academy, which can be accessed through the student's College Board account in the PSAT section.





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We recommend that students who plan to attend college take the SAT and ACT at least one time during the winter/spring of their junior year. Because most colleges will consider the highest combination of any college admission test scores presented with an application, many students will take either the SAT or ACT two times prior to their senior year.

The ACT will be given at CHS on February 8. The ACT is also offered at other testing locations on April 4, June 13, and July 18. The SAT will be given on March 14, May 2, and June 6 at Carmel High School. The testing companies prefer that students register online at either www.act.org or www.collegeboard.org. The cost for the SAT is \$49.50 or \$64.50 with the optional writing section. The ACT costs \$50 or \$68 with the optional writing section. Most colleges are NO LONGER requiring the writing section, so plan ahead to see if you need to take either test with writing or without. Be sure to include the Carmel High School code (150445) with your registration. **We also encourage you to select up to four colleges to have your test scores sent directly.** This is offered as a part of your registration process for both the SAT and ACT tests and is free of charge.

A few highly selective colleges require the SAT Subject Tests. If a student is concluding the study of a subject this spring, he/she may want to consider taking the appropriate SAT Subject Test in June.

Please keep in mind that standardized testing is only part of all the information that represents and presents students and their accomplishments. For most colleges and universities, the most important part of the student's record is the quality of the student's academic course work and the grades that they have earned in those classes. For highly selective schools, the quality of the student's character and her/his leadership in school and/or community activities weigh heavily.

TESTING ACCOMMODATIONS

To request testing accommodations, please visit the CHS Counseling Canvas page, under the Testing section for instructions. Contact Emily Clark eclark@ccs.k12.in.us with questions.

UNDERSTANDING THE FINANCIAL AID AND SCHOLARSHIP PROCESS

Paying for college is on the minds of all parents of college-bound students, and having a clearer understanding about the financial aid process, scholarship resources, and important due dates can help make the college cost and affordability question a little less confusing. The Counseling Office has created two documents to help students and parents navigate the financial aid and scholarship process. These documents: *Understanding the Financial Aid Process and Finding Scholarships and Merit-based Aid Opportunities* are available in the Counseling Canvas Course in the resources section. To summarize these documents, students and parents should know that:

- All state and federal aid consideration requires completion of the Free Application for Federal Student Aid (FAFSA).
- Some merit-based aid and scholarship opportunities also require completion of the FAFSA.
- The FAFSA application became available on October 1 and is completed for the first time during the senior year prior to attending college in the fall. The deadline to submit the FAFSA in Indiana is April 15, however some schools may require students to submit the FAFSA earlier.
- There are several resources where families can gain information and get assistance with the financial aid process including:
 - » U.S. Department of Education Office of Federal Student Aid (studentaid.ed.gov)
 - » Indiana Commission for Higher Education (www.in.gov/che)
 - INvestEd Indiana (www.investedindiana.org)
 - » College Goal Sunday on Sunday, February 23 from 2-4:00pm at locations throughout Central Indiana (see below)
- ALL graduating seniors should plan to complete the FAFSA to keep all of their financial aid and scholarship options open.
- The CHS Counseling Office maintains scholarship resources online in Naviance Student...encourage your seniors to explore the scholarship resources in their Naviance Student Account early and often! Also, follow us on Twitter @CHSCollege411 or

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Instagram @chscollegecareer and Like us on Facebook at "Carmel High School College Counseling" for updates on scholarship information that we receive throughout the winter months.

COLLEGE GOAL SUNDAY – FEBRUARY 23

ATTENTION SENIORS: Sunday, February 23, 2020 at 2:00pm

Get help completing the FAFSA at College Goal Sunday.

College Goal Sunday provides Indiana college-bound seniors an opportunity to receive assistance with completion of the Free Application for Federal Student Aid (FAFSA). Bring your tax information and volunteers (many of whom are from college financial aid offices) will walk you through the process of completing the FAFSA and answer your questions. There will be several locations throughout the Indianapolis area. For further information about College Goal Sunday visit the website at www.collegegoalsunday.org. NOTE: Every family should file a FAFSA regardless of their current financial situation. Students must complete the FAFSA to be considered for grants, loans, and work study programs at the state and federal level. Many schools require completion of the FAFSA for consideration of school sponsored merit-based aid as well as need-based aid. The FAFSA application became available on October 1 and the deadline to submit the FAFSA in Indiana is April 15. Visit www.fafsa.gov for further information.

CARMEL EDUCATION FOUNDATION (CEF) SCHOLARSHIPS

Founded in 1966, the Carmel Education Foundation (CEF) has as its mission to support the academic achievement of Carmel Clay students through scholarships and teacher grants. Over its 45-year history, CEF has provided more than \$1.7 million in scholarships to CHS graduates. CEF offers over 90 scholarships. These scholarships



have specific eligibility requirements that differ from scholarship-to-scholarship, such as evidence of financial need, academic achievement, leadership, extracurricular involvement, etc.

Any CHS senior pursuing higher education by attending a college, university, or vocational school is invited to apply for a CEF scholarship. The online application form and instructions for CEF's 2020 scholarships will be available on December 20 at http:// www1.ccs.k12.in.us/foundation/Scholarships. The CEF scholarship application MUST be submitted no later than March 20, 2020. For more information, contact the Carmel Education Foundation at (317) 844-9961 x-2680 or email foundation@ccs.k12.in.us.

SCHOLARSHIP CONFIRMATIONS

If your student has earned a scholarship, please submit a copy of the official confirmation letter, including the amount, to Mrs. Melinda Stephan or Mrs. Julie



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Van Buren in the counseling center. Please submit only those confirmed college scholarships for the school the student will be attending. All monetary information will remain confidential. Submission of confirmations will enable your student to be recognized in the graduation program. The last day to submit scholarship confirmations for recognition is Monday, May 4, 2020. Due to coordination and printing deadlines, any awards received after this date may not be included for recognition in the graduation program. The scholarship confirmation form will be available for seniors after the winter break.

JUNIOR STUDENTS: COLLEGE INFORMATION SESSIONS

In March all Juniors will attend a college information session presented by our College and Career Resource Center (CCRC) staff. CCRC staff will provide information about the process for finding a college fit, advice on steps students should be taking related to the application process, access to tools and resources to support their college search, and encouragement that there is a post-secondary education option for all students who graduate from Carmel High School. Juniors will participate in these presentations on either March 10 or March 12 during SRT.

TIPS FROM THE CHS COLLEGE AND CAREER RESOURCE CENTER (CCRC)

Junior year is the time to investigate college options and compile a list of schools to which you want to apply. Students needing assistance getting started or understanding the process should consider making an appointment with a College & Career Resource Center (CCRC) staff member. CCRC College & Career Advisors can assist students

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in a variety of ways, including: understanding the search and application process, generating a list of schools to consider, identifying how their student profile measures up to admissions data/criteria, and more. Students can request an appointment for themselves as well as with their parent by using the link below. Students should be sure to mark "College & Career Resource Center Appointment Request" as their reason for visit.

 https://docs.google.com/forms/d/e/1FAIpQLSdkihk8nxth pFy3F1kfVEUvSiCbc23OjhaUegM-ayTKTdfHkA/viewform

UNDECIDED ABOUT COLLEGE MAJOR/CAREER CHOICE?

Naviance Student is an ideal online tool that CHS students can use to identify career interests, explore career options related to those interests, investigate educational pathways related to various careers, search for colleges/universities that match specific criteria, and more. The site offers comprehensive information for students at all grade levels. Counselors will be highlighting Naviance Student resources during individual advising meetings with students. Information about Naviance Student can also be found in the Counseling Department Canvas Course.

CCRC PROGRAMMING EVENTS FOR SPRING 2020

Please mark your calendars for these upcoming events as they pertain to your student. If you have any questions, please contact Melinda Stephan, College & Career Programming and Resources Coordinator at 317-571-5922 ext. 7482 or email at mstephan@ccs.k12.in.us.

Finding Your College Fit Workshops—February 21 and March 20 during SRT; Media Center Multimedia Lab

In this hour-long workshop students will learn the importance of finding a college that is a good fit for them. They will identify their own personal criteria for finding a college where the environment and opportunities match their preferences and goals. Students will also become familiar with the resources available for finding information about colleges, and upon completion of the workshop they will be poised to move forward with their college search. Workshop space is limited, and interested students must sign-up in Naviance Student at least 24 hours in advance in order to attend.

Military Academy Day (Grades 9-11 students and parents) February 6 9:30-11:00am; CHS Community Room

Students exploring military service academy options are encouraged to attend to understand the various options as well as the application timeline and process. Representatives from the military academies will present information on each of their institutions, and representatives from legislative offices will share information about the congressional nomination process.

9th/10th College & Career Planning Night—(Most appropriate for 9th and 10th grade parents AND students) March 3, 6:30pm; Auditorium

This program is geared toward helping our younger students and their parents understand the post-secondary planning process. Breakout sessions will focus on topics related to academic preparation, career exploration, and the college search process. Look for more information about this event in February!

Junior College Information Sessions (Grade 11) – March 10 or 12, during SRT; Auditorium

CCRC staff will be presenting to juniors during SRT about the college search and application process. Resources and steps for identifying a college fit will be emphasized.

Greater Indianapolis Northside College Fair (Grades 9-11) March 11, 6-8:00pm; Grand Park Event Center in Westfield

CHS collaborates with other high schools in the area to host this yearly college fair where over 100 colleges and universities come to share information with students. More information and details will be shared in February.

Healthcare Majors & Careers Fair (All grades) March 26, 6:30-8:00pm; Freshman Center Cafeteria

Students exploring career options in the healthcare industry are encouraged to attend this program. Students and parents who attend will be able to learn about post-high school education and training programs as well as talk to professionals working in healthcare career areas.



CHS HOSTING A STUDENT JOB FAIR

CHS Student Services is pleased to announce our 5th Annual Student Job Fair! In April, students 16 years and older will have an opportunity to apply for immediate and/or summer employment. Local businesses will set up in the Varsity Gym during SRT and lunch. In future SRT periods, students will hear about the importance of resume building and interview skill building. If your place of employment is seeking multiple employees in the spring, please contact Karen McDaniel, Assistant Principal, at kmcdaniel@ccs.k12.in.us to reserve your table. Businesses are welcome to bring any banners/table displays/promotional items to help your business stand out. Thanks in advance for your help in providing valuable vocational opportunities for our students. More information will be provided in the coming months.

ATTENTION SENIORS

After we return from Winter Break, the Distinguished Grad Application will be available online. This program celebrates the well-rounded Carmel Greyhound. Approximately 120 seniors will be recognized as either commended or distinguished at our CHS Graduation Ceremony. One extremely exceptional senior will be recognized as THE Distinguished Graduate for the Class of 2020.

Seniors will receive information at the start of 2nd semester as to how to access the application and the Distinguished Graduate (DG) Worksheet online. Seniors should complete the DG Worksheet prior to completing their application online, as seniors can only submit their online application one time and in one session. Seniors will be able to submit their applications until 3:30pm on February 10th, 2020.

DRIVING & PARKING ON/NEAR CAMPUS

While walking on or around campus, please remember that pedestrians should use cross walks and never walk in front of or between cars or buses. Drivers, as we begin the winter months, please be especially mindful of pedestrians crossing the streets.

Parking on campus property and adjacent to school buildings will be limited to staff and by permit parking only. All students should park at the stadium. Any exceptions must be approved by the Student Services office. Vehicles are to be parked properly in designated parking spaces with parking permits clearly displayed. Vehicles not parked properly in the designated parking spaces may face disciplinary consequences.

ATTENDANCE OFFICE REMINDER

Students must pick up pre-arranged passes and sign in/ out when leaving/returning from appointments during the school day. Parents, please call to report a pre-arranged or extended absence as soon as you know about the absence, even if it is days before the absence. We will enter the necessary information, prepare a pass, and have it waiting for your student.



2019-20 SEMESTER 1 FINAL EXAM SCHEDULE

	Friday December 13 (Blue)	Monday December 16 (Gold)	Tuesday December 17 (Blue)	Wednesday December 18 (Gold)	Thursday December 19 (Blue/Gold)	Friday December 20 (Blue)
7:50 - 9:20	B1	G1 Review	B1 Review	7:50-11:00 Office Hours	7:50-11:00 Office Hours	7:50-11:00 Office Hours
9:30 - 11:03	В2	G2 SRT	B2 Review	11:00-11:30 Lunch	11:00-11:30 Lunch	11:00-11:30 Lunch
11:13 - 1:23	В3	G3 Review	B3 Review	G3 Finals 11:40-1:18	B3 Finals 11:40-1:18	B1 Finals 11:40-1:18
1:33 - 3:05	B4 Review	G4 Review	B4 Finals	G4 Finals	G1 Finals	B2 Finals



2020 Pinnacle **Yearbook** Orders

The only way to guarantee a copy of the yearbook for your studen is to pre-order it, so i is essential to order in advance.

To make the ordering process as simple as possible, yearbooks should be ordered ONLINE! Visit www.yearbookordercenter. com and search for school code #17177. Individuals who prefer to pay by check may pick up an order form during registration, but all payments must be sent via mail, as we are unable to accept them in person during registration.

The Pinnacle yearbook is an entirely studentproduced, nationally award-winning publication. Don't miss your chance to reserve a copy! Yearbook distribution is tentatively scheduled for May 2020.

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Yearbook Senior Ads Carmel High School 520 E. Main St. Carmel, IN 46032

Yearbook senior ads are a unique and lasting way to congratulate a special graduate. These all-color ads (see examples on back) include your child's photo(s), a short headline and a

on back) include your child's photo(s), a short headline and a message of up to 40 words. You can use the ads to recognize individual students, or you may want to include your child's friends, teammates or siblings. Ads for seniors may be purchased by seniors, parents, guardians, grandparents, units, uncles and/or siblings. Ads are for seniors only. Other ads will not be accepted.

SEND AD ORDERS TO:

All ads must be received by FRIDAY, DEC. 6. 2019. Ad space is Imited and spaces will be filled on a "first-come, first-served" basis. All materials and payment must be provided in order to process an ad. Spots will not be "reserved" without the submission of all required materials, including payment in full. Checks should be made payable to CHS Yearbook. We encourage you to submit digital/electronic images (minimum

300 ppi) to ads@carmelyearbook.com, as hard copy prints will require additional processing and therefore will not be returned

ADS MUST BE RECEIVED BY FRIDAY, DEC. 6, 2019

until late May 2020. The Pinnacle staff is not responsible for lost or damaged photos. We strongly recommend that you make copies of valuable photos. Include a stamped, self-addressed envelope for valuable photos. Include a stamped, self-addressed envelope tor return of your photo(s) - photos/files not accompanied by a return envelope with adequate postage will be discarded in May 2020. Remember that you need permission from your senior photographer to reprint professional, copyright-protected photos. For questions, nlease contact ads@carmelyearbook.com.

PHONE:

317-846-7721

FAX: 317-571-4066

** PLEASE MAKE SURE TO FILL OUT THE FORM COMPLETELY.

Your Name: E-mail Address: Address: City, State, Zip;				
		Is this ad a secret from the student(s) □ Yes □ No AD CONTENT: Ads will automatically list the student(s) amaes that are listed above. In addition, you may list a short headline (26 characters/spaces) and a personalized message (up to 40 Please write legibly. HEADLINE: (NOT STUDENT NAME) MESSAGE: (up to 40 words)		
AD SIZE CHOICE If you wish to buy multiple ads, copy this form and use one form per ad. We suggest that at least one horizontal and one vertical photo be provided. □ □	PHOTO WE *. PHOTO TIMEORMATION High resolution (300 ppi) photos may be submitted on (CD, flash drive or via email (ads®carmelyearbook.com). Hard copies are also accepted: Pinnacie staff is not responsible for lost or damaged photos. We strongly recommend that you make copies of valuable photos. Remember that each ad size stipulates a different number of photos allowed. # of photos enclosed: # of photos emailed: # of photos emailed: Were any of the photos taken by a professional photographer?			
PAYMENT METHOD Payment must accompany this order form. Ads will not be reserved or designed without advance payment. Make checks payable to CHS Yearbook. CHECK ENCLOSED CHECK #:	To reprint professional images, we must have written permission from the photographer. Please attach that documentation to this form. We do not need release forms from Prestige Portraits. Photographer Name: Photographer Phone #:	FOR INDEXING: Please list the first & last names of ALL CHS STUDENTS pictured in ad photos. Only the names you ha above will appear on the ad itself, but other CHS students will be indexed for content accuracy		
CASH ENCLOSED	DO YOU WANT YOUR PHOTOS/FILES RETURNED? Ures DNo If so, you must include a self-addressed, stamped envelope that is large enough to accompanied by a return your materials. Orders not accompanied by a return envelope with adequate postage will be discarded.			
-		RBOOK ORDER FORM CARMEL, IN 46032 • 317.846.7721 (x7478)		

throughout the sales period, please utilize the online ordering portal at www.yearbookordercenter.com and search for Order Number 17177.

UNTIL SEPT. 6 -- YEARBOOKS COST \$45 AFTER SEPT. 6 -- YEARBOOKS COST \$52

CASH/CHECK orders must be mailed to the school and will not be accepted or processed during registration hours. We apologize for any inconvenience and encourage you to order online. TO ORDER WITH A CHECK, PLEASE MAIL THIS FORM, WITH PAYMENT TO: **Carmel High School Yearbook** Attn: Yearbook Adviser 520 F. Main St. Carmel, IN 46032

Receipts will be mailed in 8-10 weeks for non-online orders. Online orders will receive instant receipt confirmation. Please save your receipt(s) for your records.

STUDENT/STAFF LAST NAME:	STUDENT/STAFF FIRST NAME:				
DDRESS:					
ITY & ZIP:	PHONE #:				
am a: (select one)	MAKE CHECKS P/	YABLE TO	D: CHS YEARBOOK		
Student (circle grade)	Payment Method:		:k # □ Cash		
9 10 11 12	(check one)	u cheo			
Faculty Member (list dept.)	Payment Amount: (check one)	\land	\$45.00 (STUDENTS; price available only until Sept. 6)		
Yearbook Staff Member	GET THE REDUCED \$45 RATE UNTIL	-	\$52.00 (STUDENTS; price from Sept. 7 - Feb. 14)		
1 Community Member	SEPT. 7!		\$30.00 (ONLY for yearbook staff & CHS staff members)		
The 2019 Pinnacle vearbook and supplement will be distributed in May 2019 (tentatively).	This order form is for one copy to the named individual only. A order that a	eceipts will b	e mailed home in 8-10 weeks		
Yearbooks not nicked un	orders that are placed with cash or check. Individuals must show photo ID in order to pick up yearbooks				

Individuals must show photo ID in order to pick up yearbooks. Distribution schedules will be posted in May.

ALL SALES ARE FINAL -- NO REFUNDS WILL BE GIVEN.

The CHS *Pinnacle* is a 100% student-created publication that strives for excellence and accuracy. Please respect our learning process.

by Jan. 1, 2020 will be considered CHS property

and may be resold.