

# PORTRAIT PROOFING CHECKLIST

Dear \_\_\_\_\_,

The yearbook staff needs your help to ensure the accuracy of every student in the yearbook. Please review the attached proof(s) for the following:

- All names correctly correspond with student images shown and are spelled correctly, according to classroom records.
- Teacher names and courtesy titles are correct (if applicable)
- Students missing from this page include:
  
- Students who need to be moved to another grade/teacher:

Return changes to \_\_\_\_\_ by \_\_\_\_\_ .

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