

# Memo

DATE: March 9, 2021

SUBJECT: Yearbook / Senior Pictures / Picture Retake Information

TO: Students / Parents / Guardians

FROM: Timothy Wendling, CEO/Principal

## Picture Updates from Lifetouch:

**\*Thursday, March 11** - Upperclassmen Retakes and Senior Pictures

**\*Tuesday, March 16** - Underclassmen Retakes and Virtual Students (email sent to families to schedule virtual student time slots)

## To Order CASA 2020-2021 Yearbooks:

1. Visit [ybpay.lifetouch.com](http://ybpay.lifetouch.com)
2. **Capital Area School for the Arts Charter School** yearbook orders will be made by linking to our page via the **Yearbook ID: 12579921** (or search for us using the tools provided).
3. **Ordering Online:** Once you are logged into our site, you'll have options for your ordering:
  - a. **Standard/Default:** \$30.00 (cardstock cover, no add-ons)
  - b. **Package Options:** price range, \$32.50-\$40.75; various combinations of add-on items, including: upgrade to a hard cover; autograph insert; Zoom current events insert; yearbook stickies; personalized cover; etc.
  - c. **A la carte add-ons:** the add-ons listed in the package options can be added with a la carte pricing so you can customize your add-ons yourself.
4. **Pay Online** with a credit/debit card and order your yearbook today!

\*No orders or payments will be accepted at the school.

Thank you!