Dear XXXXXX,

**This matter is time sensitive. Please respond as soon as possible.  
If we do not receive your information within five days, your session may need to be rescheduled.**  
  
We require the following information to prepare for your upcoming School Day photo session with our studio.  
  
**For each student and staff member, please include these five fields:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student or State ID | Last Name | First Name | Grade (or “Staff”) | Sort Order |

* **Option One:**
  + We recommend you export data from your existing administrative software.
  + Each exported field should be in a separate column (e.g. first name and last name are in separate fields).
  + The **“Sort Order”** field is used to distribute the student pictures upon arrival at the school. You may use homeroom, class period, or another method.
  + The data should be exported and saved in .csv format.
  + “Save As” and replace the default filename to include the school year followed by your school’s name. (e.g. 2020 My High School)
  + Then select the .”csv” file extension. (e.g. 2020 My High School.csv).
  + Email the file to [files@belmontsupport.com](mailto:files@belmontsupport.com).
* **Option Two:**
  + If **Option One** is not possible, use the attached blank Excel spreadsheet to provide the necessary data. (If it is not attached, download it [here (.xlsx)](https://belmontsupport.com/Downloads/Belmont%20Data%20File%20-%20Manual%20Input%20for%20Schools.xlsx) or [here (.xls)](https://belmontsupport.com/Downloads/Belmont%20Data%20File%20-%20Manual%20Input%20for%20Schools.xls).)
  + You may either type the data manually or “copy and paste” the data from an existing source.
  + Space is provided for 2000 records.
  + “Save As” and replace the default filename to include the school year followed by your school’s name. (e.g. 2020 My High School)
  + Then, if available, select the .”csv” extension. If “.csv” is not available, use the default extension (.xls .xlsx etc.).
    - Examples
      * 2020 My High School.csv
      * 2020 My High School.xlsx
      * 2020 My High School.xls
  + Email the file to [files@belmontsupport.com](mailto:files@belmontsupport.com).
* **Option Three:**
  + Forward this email to your IT department.

Thanks for your cooperation!  
We look forward to working with you!

**Belmont Studios IT Department**[**files@belmontsupport.com**](mailto:files@belmontsupport.com)