

## Eugene School District 4J Badge Photo Guidelines

New employees have the option to take their own badge photo or have a Human Resources employee take their badge photo. If you would like to submit a photo taken yourself please follow the below guidelines and send your photo to [HR@4j.lane.edu](mailto:HR@4j.lane.edu).

### Photo Basics

- Submit a color photo taken within the last 6 months
- Use a clear image of your face. Do not use filters commonly used on social media.
- Have someone else take your photo. No selfies.
- Use a plain white or off-white background.

Send an email to [HR@4j.lane.edu](mailto:HR@4j.lane.edu) and attach your picture. JPG files are preferred. If you can send your picture at least 2 weeks before orientation there is a good chance we will be able to have your badge ready by the time you come to orientation. If your badge is not ready by the time you attend orientation then we will mail it to your home address.

Include the following information in your email:

1. Your name as you want it to appear on your badge
  - This does not need to be your legal name. If you prefer to go by a middle name or an appropriate nickname that is ok.
2. The position you are being hired for
3. The school/building you will be working in
4. The last four numbers of your social security number
  - This will be used as your PIN number if you ever need to deactivate the alarm system in your building.
  - If you do not want to email these four numbers please call us at (541) 790-7670 after you send your email and we can write the information down.

### Tips for Taking your Photo

- Resolution and Quality
  - Submit a high resolution photo that is not blurry, grainy, or pixelated.
  - Do not digitally change the photo.
  - Most cell phones take great pictures.
- Pose and Expression
  - Have a neutral face expression or a natural smile, with both eyes open.
  - Face the camera directly with full face in view.
- Attire
  - Take your photo in clothing normally worn on a daily basis.
  - You cannot wear a uniform, clothing that looks like a uniform, or camouflage attire.
  - You cannot wear a hat or head covering unless it is for religious or medical purposes. Your full face must be visible.
  - You cannot wear headphones or wireless hands-free devices.
  - You can wear jewelry and keep on your facial piercings as long as they do not hide your face.