

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: January 16, 2018
To: Elementary School Principals
Subject: ELEMENTARY PROMOTION EXERCISES
**Department and or/
Persons Concerned:** Elementary Principals
Due Date: March 19, 2018
Reference: None
Action Requested: Complete and return the attached promotion exercise information.

Brief Explanation:

There is a need for schools to coordinate the timing of their end-of-year promotion/graduation activities so parents with children being promoted from schools at several levels do not have a conflict. Changes to the schedule outlined below must be worked out in advance with other cluster/feeder schools. **Confirmation of that agreement must be made by initialing where indicated on the attachment when submitted.**

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|-----------------------|--|
| • Elementary Schools | at or after 11 a.m., to end no later than 12:30 p.m. |
| • K8/Middle Schools | at or after 7:30 a.m., to end no later than 10:30 a.m. |
| • Senior High Schools | at or after 1 p.m. |

TRADITIONAL SCHEDULE

All promotion exercises for students on traditional schedules **must be held** on the last day of student attendance, **Wednesday, June 13, 2018**, according to the above time schedule.

SINGLE-TRACK YEAR-ROUND SCHEDULE

Promotion exercises for schools on single-track year-round schedules **must be held** on the last day of student attendance, **Friday, July 20, 2018**

Please return the attached form to Lisa Sheldon, Eugene Brucker Education Center, Room 2008, by **March 19, 2019**. If you have any questions, please call 619-725-7139.

APPROVED:



Cheryl Hibbeln
Executive Director, Office of Secondary Schools

CH:lgs

Attachment

Distribution: Lists B and D