

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: January 16, 2018

To: K8/Middle School Principals

Subject: MIDDLE LEVEL PROMOTION EXERCISES AND CERTIFICATES

**Department and/or
Persons Concerned:** Principals, Secretaries, Financial Clerks

Due Date: March 9, 2018

Reference: Procedure No. 5609

Action Requested: Complete and return attachments
Submit ePro requisition as needed

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 Attachment 1 when submitted.**

- **K8/Middle Schools** at or after 7:30 a.m., to end no later than 10:30 a.m.
- Elementary Schools at or after 11 a.m., to end no later than 12:30 p.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**, according to the above time schedule.

Please return Attachment 1 by **March 9, 2018** to Lisa Sheldon, Eugene Brucker Education Center, Room 2214, or fax to 619-260-0715. If you have any questions, please call 619-725-7139.

ORDERING OF PROMOTIONAL CERTIFICATES/COVERS

Sites may order promotional certificates or design and produce certificates “in house”. Student names are **not** printed on ordered certificates and must be typed in by site. See District Procedure 5609 C.5.d and C.6.b. **All orders for certificates and/or certificate covers must be site funded.**

1. Promotional Certificates – To order promotional certificates, complete the “Certificates of Promotion” survey form (Attachment 2) attached to this circular. Prepare an ePro Special Request requisition using a promotion date of either June 13, 2018 or July 20, 2018. In the comment text area of the ePro, please include your site name, location number, school contact name, and contact telephone number. The vendor to request is Sunset Press. Approximate cost of certificates is \$45.00 for 100 or less and \$5.00 for each additional 100. Please order extra certificates to allow for a margin of error.

Important: The date affixed on the promotion certificates will be either June 13, 2018 for traditional schools, or July 20, 2018 for year-round schools (District’s official last day of student attendance).

2. Promotional Certificate Covers – Certificate covers are available at a cost of approximately \$10.50 per package of 25. To order, complete a Stock Catalog requisition (PS #2073). Please complete a separate ePro for covers. Certificate covers are optional. Sites may have some stock on hand from previous years.

For information regarding the rental of facilities or equipment for promotion exercises, please refer to Administrative Circular No 207.

For questions, please contact Lisa Sheldon, 619-725-7139, or at lsheldo1@sandi.net .

APPROVED:



Cheryl Hibbeln
Executive Director, Office of Secondary Schools

CH:lgs

Attachments (2)

Distribution: Lists B and E