

SITE OPERATIONS CIRCULAR NO. 2014
Office of Leadership & Learning

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: November 16, 2020

To: High School Site Administrators and High School Registrars

Subject: PRINCIPAL'S CERTIFICATION OF GRADUATES

Department and/or Persons Concerned: All High School Administrators and High School Registrars

Due Dates: Two weeks after each of the following graduations:
By November 13, 2020 (Q1 Early Graduates)
By February 5, 2021 (Mid-year/Early Graduates)
By April 23, 2021 (Q3 Early Graduates)
By June 29, 2021 (June Graduates)
By August 30, 2021 (Summer Graduates)

Reference: Administrative Procedure 4770

Action Requested: Submit Principal's Certification of Graduates at the end of each graduation term: Mid-Year, June, and Summer, including Q1 and Q3

Brief Explanation:

The *Principal's Certification of Graduates* (Attachment 1) must be completed and submitted to secondaryschools@sandi.net ([attention V. Ortega](#)) within two weeks after each graduation term (mid-year, June, and end of summer school, including Q1 & Q3 for quarter sites). If your site has no graduates at either term, a *Principal's Certification of Graduates* **must still** be submitted with an indication of "none."

A list of graduates must be included with each form, except at June-second semester term, unless you have no graduates. These documents are used to certify that students have completed all district requirements to receive a high school diploma.

The list of graduates for each graduation must be included with each Principal's Certification of Graduates as follows:

- **Mid-year/Early Graduates:**
 - For Q1 early graduates, **Due date: November 13, 2020**
 - For January/Mid-Year graduates, **Due date: February 5, 2021**
 - For Q3 early graduates, **Due date: April 23, 2021**
 - NOTE: reference circular titled "Early Graduation from High School" for the process to submit mid-year/early graduate requests.

- **June:** No attached list of graduates needed for this term- District holds access to all site Grad Docs
 - **Due By: June 29, 2021**

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- **Summer:** A list of summer grads
 - **Due By: August 30, 2021.**

In certain circumstances, a district graduation requirement may be waived. The *Principals Certification of Graduates* lists those students for whom the principal has waived a specific graduation requirement and the rationale for such waiver.

State-mandated coursework as outlined in Education Code §51225.3(a)(1) may not be waived. Waivers to other requirements adopted by the governing board of the school district may be granted in specific cases with compelling circumstances. With the Area Superintendent's approval, the principal has the authority to grant waivers and makes a determination for each case. All such waivers must be documented on the *Principal's Waiver of Graduation Requirements* form (Attachment 2), *one per student*. This completed and signed must be filed in the student's permanent records folder at the school site, and the form must be retained at the school site.

For questions, please contact Veronica Ortega (vortega1@sandi.net), Operations Specialist, Office of Leadership & Learning.

Nicole DeWitt
Instructional Support Officer

APPROVED:

Dr. Sofia Roditti
Chief, Leadership & Learning

Attachment(s): Attachment 1: Principal's Certification of Graduates
Attachment 2: Principal's Waiver of Graduation Requirements