

ADMINISTRATIVE CIRCULAR NO. 205
Office of Leadership & Learning

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: November 24, 2020

To: K-8/Middle School Principals

Subject: MIDDLE LEVEL PROMOTION EXERCISES AND CERTIFICATES

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

Due Date: March 12, 2021

Reference: Procedure No. 5609

Action Requested: Complete and return attachments (2)
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, **Tuesday, June 15, 2021** according to the above time schedule.

Note: Please plan for an in-person ceremony unless health and safety guidelines prohibit in-person ceremonies at that time.

Please return Attachment 1 by **March 12, 2021** to Veronica Ortega, Eugene Brucker Education Center, Room 2008, or email vortega1@sandi.net. If you have any questions, please call 619-725-7284.

ORDERING OF PROMOTIONAL CERTIFICATES/COVERS

Sites may order promotional certificates or design and produce certificates “in house.” It is recommended you use the District’s Print Shop. Patti Heck and her team will be glad to assist you. Contact the Print Shop at 619-725-7446 or at pservice@sandi.net. 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 using a promotion date of June 15, 2021. Fill in all appropriate fields, please include your site name, location number, school contact name, and contact telephone number.
2. It is recommended you use the District’s Print Shop services whenever possible. If for any reason the Print Shop cannot fulfill your request they will let you know. The next 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 June 15, 2021 (District’s official last day of student attendance).

3. 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 Veronica Ortega, Operations Specialist, at vortega1@sandi.net.

Nicole DeWitt
Instructional Support Officer

APPROVED:

Dr. Sofia Roditti
Chief, Office Leadership & Learning

Attachments (2)