

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of Leadership & Learning

OFFICIAL SCHOOL NAME,
PRINCIPAL'S SIGNATURE PREFERENCE,
AND SENIOR HIGH DIPLOMA COVERS

Complete and return form by February 26, 2021

1. Official school name as it should appear on diplomas and certificates of completion:

- Is this a change from 2019-20?
 - Yes (if yes – Must provide backup documents)
 - No

2. Principals have the option of hand signing diplomas and certificates of completion. Will the principal hand sign these documents this year?

- Yes
- No

3. Diploma Cover Estimate: please calculate the quantity needed as follows: (This count is for Materiel Control inventory purposes only.)

$$\frac{\text{Estimated \# of graduates}}{\text{Estimated \# of graduates}} - \frac{\# \text{ of covers on hand}}{\# \text{ of covers on hand}} = \frac{\# \text{ of covers needed}}{\# \text{ of covers needed}}$$

REMINDER: You must submit an e-Pro for the number of diploma covers needed based on the calculation above.

Send to:
Attn: Veronica Ortega
Email to: vortega1@sandi.net