

**ADMINISTRATIVE CIRCULAR NO. 204**

Office of Leadership & Learning

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** December 1, 2020

**To:** Elementary School Principals

**Subject:** ELEMENTARY PROMOTION EXERCISES

**Department and or/  
Persons Concerned:** Elementary Principals

**Due Date:** March 12, 2021

**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.**

- **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, **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 the attached form to Veronica Ortega, Operations Specialist, at email: [vortega1@sandi.net](mailto:vortega1@sandi.net), by **March 12, 2021**. If you have any questions, please call 619-725-7284.

**APPROVED:**

Dr. Sofia Roditti  
Chief, Office of Leadership & Learning  
Attachment (1)