

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** January 5, 2015  
**To:** Elementary School Principals  
**Subject:** ELEMENTARY PROMOTION EXERCISES  
**Department and or/  
Persons Concerned:** Elementary Principals  
**Due Date:** March 27, 2015  
**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.**

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• <b>Elementary Schools</b></li><li>• <b>K8/Middle Schools</b></li><li>• <b>Senior High Schools</b></li></ul> | <ul style="list-style-type: none"><li><b>at or after 11 a.m., to end no later than 12:30 p.m.</b></li><li>at or after 7:30 a.m., to end no later than 10:30 a.m.</li><li>at or after 1 p.m.</li></ul> |
|---|---|

**TRADITIONAL SCHEDULE**

All promotion exercises for students on traditional schedules **must be held** on the last day of student attendance, **Monday, June 15, 2015**, 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, **Tuesday, July 21, 2015**

Please return the attached form to Lisa Sheldon, Eugene Brucker Education Center, Room 2007, by **March 27, 2015**. The form may be faxed to 619-260-0715. If you have any questions, please call 619-725-7139.

**APPROVED:**



Jim Solo  
Executive Director, Leadership and Learning

JS:lgs

Attachment

Distribution: Lists B and D

**SAN DIEGO UNIFIED SCHOOL DISTRICT**  
Office of Leadership and Learning

**ELEMENTARY PROMOTION EXERCISES**

School \_\_\_\_\_

Select from **one** of the following options:

**A.** \_\_\_\_\_ No promotion exercises are planned.

**B. Traditional Track Schools**

\_\_\_\_\_ Promotion exercises will be held on Monday, June 15, 2015

Time: from \_\_\_\_\_ to \_\_\_\_\_

Location of event: \_\_\_\_\_  
(i.e., Adams Elementary School – Lunch Court)

**C. Single-Track Year-Round Schools**

\_\_\_\_\_ Promotion exercises will be held on Tuesday, July 21, 2015

Time: from \_\_\_\_\_ to \_\_\_\_\_

Location of event: \_\_\_\_\_  
(i.e., Baker Elementary School – Lunch Court)

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Principal's Signature

**Note:** If changed from required time schedule, please *initial* to confirm agreement with cluster/feeder schools. \_\_\_\_\_  
(Initial)

**Fax to 619-260-0715 or  
Fold, staple, and return by March 27, 2015 to:**

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**EUGENE BRUCKER EDUCATION CENTER  
ROOM 2007  
ATTN: LISA SHELDON**