

**SAN DIEGO UNIFIED SCHOOL DISTRICT**  
Office of School Innovation and Integrated Youth Services  
**CERTIFICATES OF PROMOTION 2019**  
*K8/Middle Schools*

School: \_\_\_\_\_ Principal: \_\_\_\_\_

Will your school be ordering certificates of promotion?  Yes  No

If “NO,” please complete information above and return this form as is.

If “YES,” please indicate the ePro number \_\_\_\_\_ and quantity to be ordered \_\_\_\_\_.

**Submit a copy of the ePro with this form.**

The description on the ePro Special Request requisition should read:

(Exact school name to be printed)

2018 Certificates of Promotion

Indicate the date of promotion:

**June 11, 2019** or **July 19, 2019** (*the District’s official last day of student attendance*)

1 Lot of (quantity) at approximately \$45 for first 100 (or less) and \$5 for each additional 100

Vendor: Sunset Press

Will your school be ordering certificate covers?  Yes  No

If “YES,” please indicate the e-Pro number \_\_\_\_\_ and quantity to be ordered \_\_\_\_\_.

**Prepare separate ePros for certificates and covers. Submit a copy of the ePro with this form.**

Will the principal be **hand signing** the certificates?  Yes  No

If “NO,” please submit a sample of the principal’s signature as it will appear on the certificates and return with this form. (On a single sheet of school letterhead, principal to sign name three times in black ink.) DO NOT USE A RUBBER STAMP.

Contact person at your site responsible for the certificates:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone number and extension

**Return this attachment with sample of principal’s signature and copy of ePro(s)  
by March 8, 2019, to:**

**EUGENE BRUCKER EDUCATION CENTER  
ROOM 2008**

**ATTN: Veronica Ortega**

**Or email to: [vortega1@sandi.net](mailto:vortega1@sandi.net)**