Date: January 16, 2018
To: Elementary School Principals
Subject: ELEMENTARY PROMOTION EXERCISES
Department and or/Persons Concerned: Elementary Principals
Due Date: March 19, 2018
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, Wednesday, June 13, 2018, 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, Friday, July 20, 2018

Please return the attached form to Lisa Sheldon, Eugene Brucker Education Center, Room 2008, by March 19, 2019. If you have any questions, please call 619-725-7139.

APPROVED:

Cheryl Hibbeln
Executive Director, Office of Secondary Schools

CH:lbs
Attachment
Distribution: Lists B and D