

ADMINISTRATIVE CIRCULAR NO. 40
Office of the Executive Director, Teaching and Learning

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: December 17, 2013

To: K8/Middle School Principals

Subject: MIDDLE LEVEL PROMOTION EXERCISES AND CERTIFICATES

**Department and/or
Persons Concerned:** Principals, Secretaries, Financial Clerks

Due Date: March 7, 2014

Reference: Procedure No. 5609

Action Requested: Complete and return attachments
Submit ePro requisition as needed

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 Attachment 1 when submitted.

- | | |
|-----------------------|--|
| • K8/Middle Schools | at or after 7:30 a.m., to end no later than 10:30 a.m. |
| • Elementary Schools | at or after 11 a.m., to end no later than 12:30 p.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, **Thursday, June 12, 2014** 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, **Monday, July 21, 2014**, according to the above time schedule.

Please return Attachment 1 by **March 7, 2014** to Lisa Sheldon, Eugene Brucker Education Center, Room 2007, or fax to 619-260-0715. If you have any questions, please call 619-725-7139.

ORDERING OF PROMOTIONAL CERTIFICATES/COVERS

Sites may order promotional certificates or design and produce certificates “in house”. Student names are **not** printed on ordered certificates and must be typed in by site. See District Procedure 5609 C.5.d and C.6.b. **All orders for certificates and/or certificate covers must be site funded.**

1. Promotional Certificates – To order promotional certificates, complete the “Certificates of Promotion” survey form (Attachment 2) attached to this circular. Prepare an ePro Special Request requisition using a promotion date of either June 12, 2014 or July 21, 2014. In the comment text area of the ePro, please include your site name, location number, school contact name, and contact telephone number. The vendor to request is Sunset Press. Approximate cost of certificates is \$45.00 for 100 or less and \$5.00 for each additional 100. Please order extra certificates to allow for a margin of error.

Important: The date affixed on the promotion certificates will be either June 12, 2014 for traditional schools, or July 21, 2014 for year-round schools (District’s official last day of student attendance).

2. Promotional Certificate Covers – Certificate covers are available at a cost of approximately \$10.50 per package of 25. To order, complete a Stock Catalog requisition (PS #2073). Please complete a separate ePro for covers. Certificate covers are optional. Sites may have some stock on hand from previous years.

For information regarding the rental of facilities or equipment for promotion exercises, please refer to Administrative Circular No 42.

For questions, please contact Lisa Sheldon, 619-725-7139, or at lsheldo1@sandi.net .

APPROVED:



Teresa Walter
Executive Director, Teaching and Learning

TW:lgs

Attachments (2)

Distribution: Lists B and E

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of Teaching and Learning

MIDDLE LEVEL PROMOTION EXERCISES

School Name _____

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

A. _____ No promotion exercises are planned.

B. Traditional Track Schools

_____ Promotion exercises will be held on Thursday, June 12, 2014

Grade(s): _____

Time: from _____ to _____

Location of event/where on campus: _____

(i.e., Bell Middle School – Lunch Court)

C. Single-Track Year-Round Schools

_____ Promotion exercises will be held on Monday, July 21, 2014

Grade(s): _____

Time: from _____ to _____

Location of event/where on campus: _____

(i.e., Bell Middle School – Lunch Court)

Principal Name

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 7, 2014, to:**

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

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of Teaching and Learning

CERTIFICATES OF PROMOTION 2014
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)

2014 Certificates of Promotion

Indicate the date of promotion:

June 12, 2014 or July 21, 2014 (*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 7, 2014, to:**

**EUGENE BRUCKER EDUCATION CENTER
ROOM 2007
ATTN: Lisa Sheldon**