

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of Leadership & Learning
CERTIFICATES OF PROMOTION 2020
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)

2020 Certificates of Promotion

Indicate the date of promotion:

June 9, 2020 or **July 21, 2020** (*the District’s official last day of student attendance*)

The District encourages you to use the District’s Print Shop. Patti Heck and her team will be glad to assist you. Contact the Print Shop at 619-725-7446 or at pservice@sandi.net.

Vendor: Sunset Press

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

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 13, 2020, to:**

**EUGENE BRUCKER EDUCATION CENTER
ROOM 2008**

ATTN: Veronica Ortega

OR email to: vortega1@sandi.net