

**SITE OPERATIONS CIRCULAR NO. 2014**  
**Office of Leadership & Learning**

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:**

**To:** High School Site Administrators and High School Registrars

**Subject:** PRINCIPAL'S CERTIFICATION OF GRADUATES

**Department and/or  
Persons Concerned:**

All High School Administrators and High School Registrars

**Due Dates:**

Two weeks after each of the following graduations:  
By November 8, 2019 (Q1 Early Graduates)  
By February 7, 2020 (Mid-year/Early Graduates)  
By April 17, 2020 (Q3 Early Graduates)  
By June 23, 2020 (June Graduates)  
By August 30, 2020 (Summer Graduates)

**Reference:**

Administrative Procedure 4770

**Action Requested:**

Submit Principal's Certification of Graduates at the end of each graduation: Mid-Year, June, and Summer, including Q1 and Q3

**Attachments:**

Attachment 1: Principal's Certification of Graduates  
Attachment 2: Principal's Waiver of Graduation Requirements

**Brief Explanation:**

The *Principal's Certification of Graduates* (Attachment 1) must be completed and submitted to [secondarieschools@sandi.net](mailto:secondarieschools@sandi.net) (attention V. Ortega) within two weeks after each graduation (mid-year, June, and end of summer school, including Q1 & Q3 for quarter sites). If your site has no graduates at mid-year or summer, a *Principal's Certification of Graduates* must still be submitted with an indication of "none."

A list of graduates must be included with each form, unless you have no graduates at mid-year and summer. These documents are used to certify that students have completed all district requirements to receive a high school diploma.

The list of graduates for each graduation must be included with each Principal's Certification of Graduates as follows:

- **Mid-year/Early Graduates:**
  - For Q1 early graduates, **Due date: November 8, 2019**
  - For January/Mid-Year graduates, **Due date: February 7, 2020**
  - For Q3 early graduates, **Due date: April 17, 2020**
  - NOTE: reference circular titled "Early Graduation from High School" for the process to submit mid-year/early graduate requests.
- **June:** a current Grad Doc file that includes all graduates, non-grads, certificate of completion and pending students

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- **Due By: June 23, 2020**
- **Summer:** a separate list of summer grads (only) and a current Grad Doc file that includes all graduates, non-graduates and certificate of completion
  - **Due By: August 30, 2020.**

In certain circumstances, a district graduation requirement may be waived. The *Principals Certification of Graduates* lists those students for whom the principal has waived a specific graduation requirement and the rationale for such waiver.

State-mandated coursework as outlined in Education Code §51225.3(a)(1) may not be waived. Waivers to other requirements adopted by the governing board of the school district may be granted in specific cases with compelling circumstances. With the Area Superintendent's approval, the principal has the authority to grant waivers and makes a determination for each case. All such waivers must be documented on the *Principal's Waiver of Graduation Requirements* form (Attachment 2), *one per student*. This completed and signed must be filed in the student's permanent records folder at the school site, and the form must be retained at the school site.

For questions, please contact Veronica Ortega ([vortegal@sandi.net](mailto:vortegal@sandi.net)), Operations Specialist, Office of Leadership & Learning.

APPROVED:

Dr. Sofia Freire  
Chief, Leadership & Learning

SF:vo

Attachments (2)