

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: December 1, 2020

To: Senior High School Principals

Subject: SENIOR HIGH SCHOOL COMMENCEMENT
EXERCISE LOCATION

**Department and/or
Persons Concerned:** High School Principals and Secretaries

Due Date: **Monday, February 1, 2021**

Reference: Administrative Procedure No. 5609

Action Requested: Complete and return attachment

Attachment: Senior High School Commencement Exercise

Brief Explanation:

This circular provides information regarding the following preparations for senior high school graduation:
A) Location and time of commencement exercise

For specific details on this process, please review Administrative Procedure No. 4770.

Note: Please plan for an in-person ceremony unless health and safety guidelines prohibit in-person ceremonies at that time.

A) Location and time of commencement exercise—on Attachment 1, please provide the time and location of your school’s commencement exercise.

Complete and send the attachment (*Senior High School Commencement Exercise form*) to Veronica Ortega, Office of Leadership and Learning Operations Specialist at secondaryschools@sandi.net no later than **Monday, February 1, 2021** (*NOTE: Veronica will obtain Area Superintendent’s approval signature*).

If you have any questions, please contact Veronica Ortega at vortega1@sandi.net.

Nicole DeWitt
Instructional Support Officer

APPROVED:

Administrative Circular No. 218

Office of the Executive Director, Office of Secondary Schools

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Dr. Sofia Roditti

Chief, Office of Leadership and Learning