SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: December 17, 2013
To: Elementary School Principals
Subject: ELEMENTARY PROMOTION EXERCISES
Department and or/ Persons Concerned: Elementary Principals
Due Date: March 7, 2014
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, 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

Please return the attached form to Lisa Sheldon, Eugene Brucker Education Center, Room 2007, by March 7, 2014. The form may be faxed to 619-260-0715. If you have any questions, please call 619-725-7139.

APPROVED:

Teresa Walter
Executive Director, Teaching and Learning

TW:1gs
Attachment
Distribution: Lists B and D
SAN DIEGO UNIFIED SCHOOL DISTRICT  
Office of Teaching and Learning  

ELEMENTARY PROMOTION EXERCISES  

School ____________________________________________________________  

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  
   Time: from _________ to _________  
   Location of event: _______________________________  
   (i.e., Adams Elementary School – Lunch Court)  

C. Single-Track Year-Round Schools  
   _________ Promotion exercises will be held on Monday, July 21, 2014  
   Time: from _________ to _________  
   Location of event: _______________________________  
   (i.e., Baker Elementary School – Lunch Court)  

________________________________________  
Principal  

________________________________________  
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