

ADMINISTRATIVE CIRCULAR NO. 42
Office of the Executive Director, Leadership and Learning

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: January 5, 2015

To: Senior High School Principals

Subject: SENIOR HIGH SCHOOL GRADUATION PREPARATIONS
ORDERING PRINTED MATERIALS AND
COMMENCEMENT EXERCISE LOCATION

**Department and/or
Persons Concerned:** Principals, Secretaries, Registrars, and/or Site Techs

Due Date: March 27, 2015

Reference: Administrative Procedure No. 5609

Action Requested: Complete and return attachments, and submit
e-Pro requisitions as needed

Brief Explanation:

This circular provides information regarding the following preparations for senior high school graduation:

- A) The official school name as it is to appear on diplomas and certificates of completion
- B) The principal's signature preference on diplomas and certificates of completion
- C) Ordering diploma covers
- D) Ordering printed commencement programs
- E) Location and time of commencement exercise
- F) Ordering diplomas and certificates of completion

For specific details on this process and the associated timelines for completion, please review Administrative Procedure No. 5609 and the Registrar's Handbook. Each high school is responsible for the cost of diploma covers (e-Pro item number 2064) and printing programs for commencement exercises.

A) Provide the official name of your school on Attachment 1 as it is to appear on diplomas, certificates of completion, and letters of recognition.

B) Indicate on Attachment 1 whether principal will hand sign or have signature scanned on diplomas and certificates of completion.

C) Diploma Covers—to determine the number of covers your site will need, on Attachment 1 enter the number of 2014–15 seniors that you anticipate will graduate, subtract the number of covers already on hand at your site, and the difference will be the number of covers to order.

Submit an e-Pro (catalog item). Once the e-Pro is submitted, complete and return Attachment 1 (*Official School Name, Principal's Signature Preference, and Senior High Diploma Covers Order Survey*) to Lisa Sheldon, Eugene Brucker Education Center, Room 2007 no later than March 27, 2015.

D) Printed programs—submit an e-Pro Special Request requisition to order commencement programs. Please include an estimated cost for the programs based on last year's expenditure. If the front cover of your school's program includes artwork, attach a camera-ready copy of the artwork to the e-Pro. Please note that schools have the option of designing and printing their program in house.

Names for the class roll section of your program will be generated automatically from the graduation data base by the Information Technology (IT) Department at 5 p.m. on Friday, April 17, 2015.

Programs will be printed by Crest Offset Printing Company. Rebecca Blackwood is your contact, and her e-mail address is rebecca@crestoffsetprinting.com. The staff member responsible for the commencement program at each site will contact Rebecca directly for all changes and corrections. This year's schedule is listed below.

- March 27, 2015: Cover copy is due to Crest (Crest will e-mail PDF proofs for final OK)
- April 10, 2015: Final proof of cover is due back to Crest
- April 10, 2015: Inside pages are due to Crest (e-mailed from each school site)
- April 22, 2015: Crest will receive all graduates' names from the district IT Department (Crest will then e-mail PDF proofs of complete programs to each school)
- April 28 2015: Final proof of program is due back to Crest from each school site
- May 22, 2015: Crest will deliver all completed programs to the district Supply Center

Schools that do not meet the April 28 deadline will be responsible for paying an additional set-up fee and printing charge.

Complete and send Attachment 2 (*2015 Senior High School Commencement Program Order Form*) and a copy of the e-Pro Special Request requisition to Lisa Sheldon, Eugene Brucker Education Center, Room 2007 no later than March 27, 2015.

E) Location and time of commencement exercise—on Attachment 3, please provide the time and location of your school's commencement exercise.

Complete and send Attachment 3 (*Senior High School Commencement Exercise*) to Lisa Sheldon, Eugene Brucker Education Center, Room 2007 no later than March 27, 2015.

F) Ordering diplomas and certificates of completion—to order these documents, please refer to the "Graduation Information Report" (SQS62–RB) that will be sent to you with the Commencement Program report generated from the district Student Information System (SIS) at 5 p.m. on April 22, 2015.

If you have any questions, please contact Lisa Sheldon at 619.725.7139 or at lsheldo1@sandi.net.

APPROVED:

A handwritten signature in black ink, appearing to read 'J.S.', is positioned above the printed name.

Jim Solo
Executive Director, Leadership and Learning

JS:ls

Attachments (3)

Distribution: B and F

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of Leadership and Learning

OFFICIAL SCHOOL NAME,
PRINCIPAL'S SIGNATURE PREFERENCE,
AND SENIOR HIGH DIPLOMA COVERS

Complete and return form by March 27, 2015

1. Official school name as it should appear on diplomas, certificates of completion, and letters of recognition:

• Is this a change from 2013–14?

- Yes
- No

2. Principals have the option of hand signing diplomas, certificates of completion, and letters of recognition. Will the principal hand sign these documents this year?

- Yes
- No

3. Diploma Cover Estimate: please calculate the quantity needed as follows: (This count is for Materiel Control inventory purposes only.)

$$\frac{\text{Estimated \# of graduates}}{\text{Estimated \# of graduates}} - \frac{\text{\# of covers on hand}}{\text{\# of covers on hand}} = \frac{\text{\# of covers needed}}{\text{\# of covers needed}}$$

REMINDER: You must submit an e-Pro for the number of diploma covers needed based on the calculation above.

**Fax completed form to 619-260-0715
or send to:
Eugene Brucker Education Center
Room 2007
Attn: Lisa Sheldon**

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of Leadership and Learning

2015 SENIOR HIGH COMMENCEMENT PROGRAM

Complete and return form by March 27, 2015

School: _____ Principal: _____

The district has contracted with Crest Offset Printing Company to print commencement programs. Please select () one of the following:

- Our school will not have commencement programs.
- Our school will print our commencement programs.
- Our school will be coordinating with Crest for our commencement programs.

If you will be coordinating with Crest for your programs, please provide the information below:

Name of person at your site in charge of commencement program:

Title of person _____ Phone: (_____) _____

E-mail: _____

Please submit an e-Pro Special Request requisition if you will be coordinating with Crest for your programs, and complete the following:

- e-Pro Special Request requisition number _____
- Number of programs your site will need _____
- Number of students listed on your class roll _____
(Names for the class roll section of your program will be generated automatically from the graduation data base by the IT Department at 5 p.m. on Friday, April 17, 2015. Changes after April 17th will become part of the proofing process.)
- Number of printed pages your program will have (do not include the class roll or cover pages)

- Do you have artwork for the program cover? Yes (attach artwork to e-Pro)
 No

Instructions for preparing an e-Pro Special Request requisition:

- Use the following description:
_____ 2015 Commencement Programs 1 Lot of _____ \$ _____
(exact name of school) (quantity) (cost)

Refer to last year's expenditure as a guide to estimate this year's cost.

Fax completed form to 619-260-0715 or send to:

**Eugene Brucker Education Center
Room 2007
Attn: Lisa Sheldon**

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of Leadership and Learning

2015 SENIOR HIGH COMMENCEMENT EXERCISES

Complete and return form by March 27, 2015

Please note: Senior high school commencement exercises start at or after 1 p.m.

Middle school promotion exercises start at or after 7:30 a.m. and end no later than 10:30 a.m.
(Schools on a late-start schedule may adjust their promotion time to accommodate start time
but are to coordinate with their feeder elementary schools.)

Elementary school promotion exercises start at or after 11 a.m. and end no later than 12:30 p.m.

School _____

Commencement exercises will be held on Monday, June 15, 2015

or

Commencement exercises will be held on _____
(date)

Time: from _____ to _____

Location of ceremony: _____
(i.e., Madison High Football Field)

Print Principal's Name

Principal's Signature

Print Area Superintendent's Name

Area Superintendent's Signature

**Fax completed form to 619-260-0715
or send to:**

**Eugene Brucker Education Center
Room 2007
Attn: Lisa Sheldon**