

**ADMINISTRATIVE CIRCULAR NO. 39**  
Office of the Executive Director, Leadership and Learning

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** December 11, 2015

**To:** K8/Middle School Principals

**Subject:** MIDDLE LEVEL PROMOTION EXERCISES AND CERTIFICATES

**Department and/or  
Persons Concerned:** Principals, Secretaries, Financial Clerks

**Due Date:** March 11, 2016

**Reference:** Procedure No. 5609

**Action Requested:** Complete and return attachments  
Submit ePro requisition as needed

**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 Attachment 1 when submitted.**

- **K8/Middle Schools**                      **at or after 7:30 a.m., to end no later than 10:30 a.m.**
- **Elementary Schools**                      at or after 11 a.m., to end no later than 12:30 p.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, **Tuesday, June 21, 2016** 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, **Thursday, July 21, 2016**, according to the above time schedule.

Please return Attachment 1 by **March 11, 2016** to Lisa Sheldon, Eugene Brucker Education Center, Room 2007, or fax to 619-260-0715. If you have any questions, please call 619-725-7139.

## ORDERING OF PROMOTIONAL CERTIFICATES/COVERS

Sites may order promotional certificates or design and produce certificates “in house”. Student names are **not** printed on ordered certificates and must be typed in by site. See District Procedure 5609 C.5.d and C.6.b.

**All orders for certificates and/or certificate covers must be site funded.**

1. Promotional Certificates – To order promotional certificates, complete the “Certificates of Promotion” survey form (Attachment 2) attached to this circular. Prepare an ePro Special Request requisition using a promotion date of either June 21, 2016 or July 21, 2016. In the comment text area of the ePro, please include your site name, location number, school contact name, and contact telephone number. The vendor to request is Sunset Press. Approximate cost of certificates is \$45.00 for 100 or less and \$5.00 for each additional 100. Please order extra certificates to allow for a margin of error.

**Important:** The date affixed on the promotion certificates will be either June 21, 2016 for traditional schools, or July 21, 2016 for year-round schools (District’s official last day of student attendance).

2. Promotional Certificate Covers – Certificate covers are available at a cost of approximately \$10.50 per package of 25. To order, complete a Stock Catalog requisition (PS #2073). Please complete a separate ePro for covers. Certificate covers are optional. Sites may have some stock on hand from previous years.

For information regarding the rental of facilities or equipment for promotion exercises, please refer to Administrative Circular No. 38.

For questions, please contact Lisa Sheldon, 619-725-7139, or at [lsheldol@sandi.net](mailto:lsheldol@sandi.net).

APPROVED:



Jim Solo  
Executive Director, Leadership and Learning

JS:lgs

Attachments (2)

Distribution: Lists B and E

**SAN DIEGO UNIFIED SCHOOL DISTRICT**  
Office of Leadership and Learning

**MIDDLE LEVEL PROMOTION EXERCISES**

School Name \_\_\_\_\_

Select from **one** of the following options:

**A.** \_\_\_\_\_ No promotion exercises are planned.

**B. Traditional Track Schools**

\_\_\_\_\_ Promotion exercises will be held on Tuesday, June 21, 2016

Grade(s): \_\_\_\_\_

Time: from \_\_\_\_\_ to \_\_\_\_\_

Location of event/where on campus: \_\_\_\_\_

*(i.e., Bell Middle School – Lunch Court)*

**C. Single-Track Year-Round Schools**

\_\_\_\_\_ Promotion exercises will be held on Thursday, July 21, 2016

Grade(s): \_\_\_\_\_

Time: from \_\_\_\_\_ to \_\_\_\_\_

Location of event/where on campus: \_\_\_\_\_

*(i.e., Bell Middle School – Lunch Court)*

\_\_\_\_\_  
Principal Name

\_\_\_\_\_  
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 11, 2016, to:**

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**EUGENE BRUCKER EDUCATION CENTER  
ROOM 2007  
ATTN: LISA SHELDON**

**SAN DIEGO UNIFIED SCHOOL DISTRICT**  
Office of Leadership and Learning

**CERTIFICATES OF PROMOTION 2015**  
*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)

2016 Certificates of Promotion

Indicate the date of promotion:

**June 21, 2016** or **July 21, 2016** (*the District’s official last day of student attendance*)

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

Vendor: Sunset Press

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 11, 2016, to:**

**EUGENE BRUCKER EDUCATION CENTER  
ROOM 2007  
ATTN: Lisa Sheldon**