

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: January 28, 2019
To: Elementary School Principals
Subject: ELEMENTARY PROMOTION EXERCISES
**Department and or/
Persons Concerned:** Elementary Principals
Due Date: March 8, 2019
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.**

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| <ul style="list-style-type: none">• Elementary Schools• K8/Middle Schools• Senior High Schools | <ul style="list-style-type: none">at or after 11 a.m., to end no later than 12:30 p.m.at or after 7:30 a.m., to end no later than 10:30 a.m.at or after 1 p.m. |
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TRADITIONAL SCHEDULE

All promotion exercises for students on traditional schedules **must be held** on the last day of student attendance, **Tuesday, June 11, 2019**, 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, **Friday, July 19, 2019**

Please return the attached form to Veronica Ortega, Eugene Brucker Education Center, Room 2008, or email: vortega1@sandi.net, by **March 8, 2019**. If you have any questions, please call 619-725-7284.

APPROVED:



Cheryl Hibbeln
Executive Director, Office of School Innovation and Integrated Youth Services

CH:vo

Attachment

Distribution: Lists B and D