

**ADMINISTRATIVE CIRCULAR NO. 41**  
Office of the Executive Director, Teaching and Learning

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** December 17, 2013

**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 14, 2014

**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 2013–14 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 14, 2014.

**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 18, 2014.

Programs will be printed by Crest Offset Printing Company. Rebecca Blackwood is your contact, and her e-mail address is [rebecca@crestoffsetprinting.com](mailto: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 28, 2014: Cover copy is due to Crest (Crest will e-mail PDF proofs for final OK)
- April 11, 2014: Final proof of cover is due back to Crest
- April 11, 2014: Inside pages are due to Crest (e-mailed from each school site)
- April 23, 2014: 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 2014: Final proof of program is due back to Crest from each school site
- May 23, 2014: 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 (*2014 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 14, 2014.

**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 14, 2014.

**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 18, 2014.

If you have any questions, please contact Lisa Sheldon at 619.725.7139 or at [lsheldo1@sandi.net](mailto:lsheldo1@sandi.net).

APPROVED:

A handwritten signature in black ink that reads "Teresa Walter". The signature is written in a cursive, flowing style.

Teresa Walter  
Executive Director, Teaching and Learning

TW:ls

Attachments (3)

Distribution: B and F

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

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

**Complete and return form by March 14, 2014**

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

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- Is this a change from 2012–13?

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 Teaching and Learning

2014 SENIOR HIGH COMMENCEMENT PROGRAM

**Complete and return form by March 14, 2014**

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 18, 2014. Changes after April 18<sup>th</sup> 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:  
\_\_\_\_\_ 2014 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.

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**Room 2007**  
**Attn: Lisa Sheldon**

**SAN DIEGO UNIFIED SCHOOL DISTRICT**  
Office of Teaching and Learning  
2014 SENIOR HIGH COMMENCEMENT EXERCISES

**Complete and return form by March 14, 2014**

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 Thursday, June 12, 2014

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

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or send to:**

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Attn: Lisa Sheldon**