

ADMINISTRATIVE CIRCULAR NO. 206
Office of the Executive Director, Secondary Schools

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: January 16, 2018

To: Senior High School Principals

Subject: SENIOR HIGH SCHOOL GRADUATION
PREPARATIONS AND
ORDERING PRINTED MATERIALS

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

Due Date: February 28, 2018

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) 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 and certificates of completion.

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 2018 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 2008 no later than March 25, 2018.

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 by the Integrated Technology Support Services (ITSS) Department at 5 p.m. on Monday, April 24, 2018.

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 16, 2018: Cover copy is due to Crest (Crest will e-mail PDF proofs for final OK)
- April 3, 2018: Final proof of cover is due back to Crest
- April 3, 2018 Inside pages are due to Crest (e-mailed from each school site)
- May 7, 2018: Crest will receive all graduates' names from the ITSS Department (Crest will then e-mail PDF proofs of complete programs to each school)
- May 14, 2018: Final proof of program is due back to Crest from each school site
- May 25, 2018: Crest will deliver all completed programs to the district Supply Center

Schools that do not meet the May 1st deadline will be responsible for paying an additional set-up fee and printing charge.

Complete and send Attachment 2 (*2018 Senior High School Commencement Program Order Form*) to Lisa Sheldon, Eugene Brucker Education Center, Room 2008 no later than March 17, 2018.

E) 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 May 7, 2018.

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

APPROVED:



Cheryl Hibbeln
Executive Director, Office of Secondary Schools

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Attachments (2)

Distribution: B and F