



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 5609

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CATEGORY: **Support Services, Communications**

EFFECTIVE: **1-29-62**

SUBJECT: **Printing of Graduation Lists and Programs, Diplomas, and Certificates**

REVISED: **9-08-2000**

## A. PURPOSE AND SCOPE

1. To outline administrative procedures for preparing lists of names for printing of (a) middle level promotional certificates, (b) senior high graduate lists, diplomas, and certificates, and (c) graduation and promotion programs.

2. **Related Procedures:**

Graduation from senior high schools .....	4770
Diploma with academic distinction .....	4772
Baccalaureate services .....	4915
Articulation between schools for promotion of fifth- or sixth-grade students .....	4760
Promotional activities and parties, Grade 6 .....	4917
Printing of forms, stationary, envelopes, business cards, and related materials .....	5607

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: D-6000, G-7000.

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Institute for Learning.

2. **Definitions**

a. **Diploma:** A document issued to students who meet general requirements for graduation from senior high school and whose cumulative weighted grade point average (GPA) meets the required district minimum (Procedure 4770).

b. **Diploma with academic distinction:** A document issued to students who complete all requirements for graduation from senior high school *and* (1) have a high cumulative weighted GPA or (2) earn certain grades in selected courses (Procedure 4772).

- c. **Certificate:** A document issued to students who meet general requirements for graduation from senior high school but whose cumulative weighted GPA does not meet the required district minimum (Procedure 4770).
  - d. **Letter of recognition:** A document issued to special education students who do not meet all requirements for graduation from senior high school but have completed the goals and objectives of their individualized education plan (IEP) (Procedure 4770).
  - e. **Promotional certificate:** A document issued to middle level school students who complete requirements for promotion to a senior high school.
3. **Budget Charges. Institute for Learning** is fiscally responsible for printing of diplomas, certificates, and letters of recognition, and for diploma covers. **Individual schools** are fiscally responsible for printing of programs for promotional/graduation exercises. *Baccalaureate programs are not an authorized district expenditure.*
  4. **Preliminary lists of graduates** are used to order diplomas, certificates, and letters of recognition, and for printing of class rolls in commencement programs. The names of all students for whom documents are to be ordered, including special education students and those in the High School Diploma Program, shall be included. The names of those students expected to receive letters of recognition will not be included in reports to the Board of Education in June.
  5. **Responsibilities**
    - a. **Institute for Learning**
      - (1) Maintains the schedule for ordering graduation materials and acts as a liaison with schools and the Procurement and Distribution Department, Business Services Division, Administrative/Operational Support.
      - (2) Submits the official list of graduates to the Board of Education for approval.
      - (3) Maintains and updates the official list of graduates.
    - b. **Each senior high school**
      - (1) Shall have on file:

- (a) Each student's name exactly as it is to appear on the diploma.
  - (b) The signature of the student, parent, or both, approving the spelling of the name.
  - (2) Updates and maintains electronically on the Student Information System (SIS) Graduation Document System records of graduates to be used for printing of diplomas and commencement program class rolls.
  - (3) Proofreads all diplomas, certificates, and programs.
  - (4) Notifies the Institute for Learning of any changes to official lists of graduates.
  - (5) Submits all requisitions ordering commencement programs and diploma covers to the Institute for Learning.
- c. **Management Information Systems Department, Office of the Superintendent**
- (1) Serves as a resource to senior high school registrars working in the SIS Graduation Document System.
  - (2) Processes data from the SIS Graduation Document System for the purpose of printing graduation documents and class rolls for commencement programs and of generating reports to the Institute for Learning, the Board of Education, and schools.
- d. **Each middle level school planning promotional exercises**
- (1) Submits all requisitions for promotional certificates and promotional programs to the Institute for Learning.
  - (2) Types students' names on promotional certificates.
  - (3) Prepares the class roll for the promotional program.
  - (4) Proofreads certificates and programs.

6. **Time Line.** Action dates for each year are published in the *Management Information Systems Annual Calendar*.

a. **Senior high schools**

<b>Action Date</b>	<b>Action Taken</b>	<b>Responsibility of</b>
<b>October</b>		
First Friday	Final corrections to SIS graduation document records to close previous year's cycle	Senior high registrars
Monday following first Friday	Final report of additions and cancellations to previous year's graduations due to the Institute for Learning	Management Information Systems
Third week	Additions and corrections to official list of graduates for previous year to Board of Education	Institute for Learning
Third Monday	New graduation cycle begins. Graduation dates set in SIS Graduation Document System	Management Information Systems
<b>January</b>		
Mid-January through end of March	Creation of graduation document records in SIS Graduation Document System, with completion no later than second Friday in February for mid-year graduates and no later than fourth Friday in March for all other expected graduates	Senior high registrars
Fourth Friday	EFRA requisition for diploma covers due in the Institute for Learning	Senior high schools

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### **February**

Third Monday	Report of mid-year graduates to the Institute for Learning	Management Information Systems
Third or fourth week	Report of mid-year graduates to Board of Education	Institute for Learning
Fourth Friday	EFRA requisition, artwork for commencement program cover, and related survey form due in the Institute for Learning	Senior high schools

### **March**

Last Friday	Approximate count of graduates due the Institute for Learning	Senior high registrars
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### **April**

First Friday	EFRA requisition for graduation documents due in Procurement and Distribution Department	Institute for Learning
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### **May**

First Wednesday	Completion of graduation document records in SIS Graduation Document System by 5 p.m. for inclusion in preliminary proofs of commencement program class rolls	Senior high registrars
Second Monday	Data and reports for printing of class rolls for commencement program due in the Institute for Learning	Management Information Systems

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Second Monday	Additional commencement program pages due to printer	Senior high registrars
Second Tuesday	Completion of graduation document records in SIS Graduation Document System by 5 p.m. for inclusion in first printing of graduation documents	Senior high registrars
Friday following second Tuesday	Preparation of graduation names and document types for printing documents. Reports available for schools, printer, and Institute for Learning	Management Information Systems
Second Friday	Completion of graduation document records in SIS Graduation Document System for inclusion in reports of expected graduates to Board of Education	Senior high registrars
Monday following second Friday	Report of expected graduates to Board of Education due to the Institute for Learning	Management Information Systems
<b>June</b>		
No later than one week prior to graduation	Submission of report of expected graduates to Board of Education	Institute for Learning

b. **Middle level schools**

<b>Action Date</b>	<b>Action Taken</b>	<b>Responsibility of</b>
<b>February</b>		
Fourth Friday	EFRA requisitions for certificates and related survey form due in the Institute for Learning	Middle level schools
<b>February</b>		
Fourth Friday	EFRA requisitions for programs and related survey form due in the Institute for Learning	Middle level schools
<b>April</b>		
Third Week	Class roll for commencement programs due in the Institute for Learning	Middle level schools
No later than April 30	Balance of program copy due in the Institute for Learning	Middle level schools

**D. IMPLEMENTATION (C.6.)**

1. **Commencement Programs.** Programs shall be labeled “Commencement Program”; page size for all programs will be 5½ x 8½ inches with all printing in black ink.
  - a. **Names of students will be listed under “Class Roll.”** This listing will not differentiate among students graduating with certificates, diplomas, or similar awards. Class roll of graduates' names shall appear in three columns per page with approximately 180 names per page.
  - b. **Middle level schools.** Programs will be printed on white 60-pound offset book paper or equal.
  - c. **Senior high schools.** Programs will consist of hard covers, printed front side only; pages will be printed on white 60-pound offset book paper or equal.

Printing on front cover will be restricted to a *maximum* of four lines (plus optional artwork) in lower right-hand corner, to read similar to:

Sixty-second Annual  
COMMENCEMENT EXERCISES  
CLASS OF 2000  
LA JOLLA HIGH SCHOOL

2. **Senior High School Lists.** Management Information Systems Department generates lists for use by the Institute for Learning using information input into SIS Graduation Document System by senior high school registrars.
  - a. **Time lines** (C.6.), *Management Information Systems Annual Calendar*, and current administrative circulars must be closely followed by senior high registrars to ensure accurate, timely information for mid-year and June lists of graduates (see *SIS Secondary Users Guide* [Graduation Document System] and *Management Information Systems Annual Calendar*).
  - b. Based upon timeline and annual dates, information input into electronic SIS Graduation Document System and processed by Management Information Systems Department is used for printing of:
    - (1) **Commencement program class rolls.** A proof copy of program and class list is provided to each registrar from printer. Additions, deletions, and corrections are made on proof, which is returned to printer.
    - (2) **Graduation documents.** Graduation documents are prepared for all graduates, including those who complete at mid-year, for presentation at commencement ceremonies in June. A final printing for additions and corrections is done at close of annual cycle in October.
    - (3) **Reports to schools, printers, Institute for Learning, and Board of Education.** An official list of graduates is prepared for presentation to Board of Education after close of first semester for mid-year graduates and immediately prior to commencement for all other graduates. A report is made immediately after close of annual cycle in October with additions and cancellations to official list.

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**D. FORMS AND AUXILIARY REFERENCES**

1. Covers, Diploma of Graduation, Secondary, Stock Item 22-C-5900
2. Covers, Ninth-Grade Promotion Certificate, Stock Item 22-C-5920
3. High School Diploma, Graduating Classes 1985–1989, brochure, Stock Item 31-H-6500
4. SIS Secondary User's Guide (Graduation Document System)
5. Management Information Systems Annual Calendar

**E. REPORTS AND RECORDS**

1. Graduation lists are maintained as a permanent part of Board of Education minutes.

**F. APPROVED BY**



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Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education