

ADMINISTRATIVE CIRCULAR NO. 82
Office of Instructional Support

SAN DIEGO CITY SCHOOLS

Date: March 11, 2005

To: Senior High School Principals

Subject: ORDERING OF DIPLOMAS, CERTIFICATES,
AND LETTERS OF RECOGNITION

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

Due Date: March 31, 2005

Reference: Procedure No. 5609

Action Requested: Return survey form to the Office of Instructional Support,
Room 2038

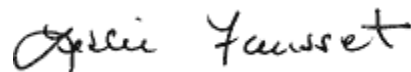
Brief Explanation:

The Office of Instructional Support will continue to use the procedure implemented in 1992 to produce lists of graduating high school seniors. This data will be used for ordering graduation documents and for preparing the report to the Board of Education.

Your school's initial order of documents will be prepared from information on the central database as of 5 p.m. on May 9, 2005. Your registrar will receive a copy of the list that will be used by the graduation document printer.

Principals may receive a signature form (see attachment) for digitization purposes. This signature form must be returned to the Office of Instructional Support, Eugene Brucker Education Center, Room 2038, no later than April 15, 2005.

The completion of the attached survey form will ensure correct information for each diploma, certificate, and letter of recognition printed for your school. Please complete and return the attached form to Jan Kraklow, Office of Instructional Support, Eugene Brucker Education Center, Room 2038, no later than March 31, 2005. If you have questions, please call (619) 725-7237.



Leslie Fausset
Deputy Superintendent

LF:jljk

Attachment

Distribution: Lists B and F

SAN DIEGO CITY SCHOOLS
Office of Instructional Support

ORDERING OF DIPLOMAS, CERTIFICATES, AND LETTERS OF RECOGNITION

Return by March 31, 2005

1. Official School Name as it should appear on the diploma:

- Indicate if this is a change from '03-04: YES NO

2. Is the principal new to the school this year? YES NO

- If "YES" complete the following:

Name of new Principal: _____

3. Principals have the option to "hand sign" the diplomas, etc.

- Principal will hand sign diplomas, etc., for '05: YES NO

4. Based on responses to items 2 and/or 3 above, signature request cards for digitization purposes will be sent to principals as follows—

- a. Principals new to a school (item 2 above) that indicate either "YES" or "NO" to item 3 above.
- b. Principals who previously elected to hand sign diplomas, etc., and signature is not on file.

Reason: Diploma "blanks" with site names from every graduation year are maintained in the Office of Instructional Support (OIS). Per established district policy, an official request is made through the manager of the grad.doc cycle before a diploma is printed through the OIS. It may be impossible as a future date to locate the principal of record to sign a diploma.

**Fax to (619)725-7235 or
Fold, staple, and return to:**

**EUGENE BRUCKER EDUCATION CENTER
OFFICE OF INSTRUCTIONAL SUPPORT, ROOM 2038
Attn: JAN KRAKLOW**