

ADMINISTRATIVE CIRCULAR NO. 85
Office of the Superintendent

SAN DIEGO CITY SCHOOLS

Date: March 15, 2005

To: High School, Charter and Alternative High School Principals

Subject: SALUTE TO EXCELLENCE

Department and/or Persons Concerned: High school principals, head counselors, and registrars

Due Date: Friday, April 22, 2005

Reference: None

Action Requested: Provide names, addresses and colleges as requested

Brief Explanation:

This year the district again will honor the students ranking in the top one percent of their graduating class based on the last grade report prior to June 2005. School valedictorians will also be recognized. The "Salute to Excellence" recognition event will be held on **Wednesday, May 25, 2005, from 4:30-6:30 p.m., at the Nautilus Pavilion at SeaWorld San Diego.** Each student to be honored and his or her parents/guardian(s) will receive invitations and tickets to attend. Each principal will also receive two tickets.

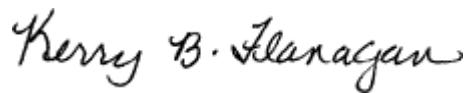
To honor and publicize our 2005 valedictorians and top one percent of the graduating class, the district will be placing an ad, funded by corporate sponsors, in *The San Diego Union-Tribune*. The ad will include a group photo taken at the "Salute" event, and student names will be listed under their respective high schools along with the name of the college they will be attending. **It is important that all high schools publicize this effort to parents so they are aware and can choose to have their student not be included in the newspaper ad. It is the school's responsibility to let the Community Relations Department know which students will not be included in the newspaper ad.**

In order for us to mail invitations, prepare the printed program, and compile information for the ad, please submit the name of each student to be honored and his/her parent's/guardian's name(s), complete home address information and the college the student intends to attend on the attached form. Also, **please designate your valedictorian.** (In case of a tie, you should list both names.) **To ensure a correct pronunciation of student names, please provide the phonetic spelling, as needed.** Submit to the Community Relations Department, Room 2121, Eugene Brucker Education Center, by **Friday, April 22, 2005.**

Please mark your calendars now for this important celebration. If you have questions, contact the Community Relations Department at 619-725-5592.

Janet D. Delaney
Director
Community Relations Department

APPROVED:

A handwritten signature in cursive script that reads "Kerry B. Flanagan".

Kerry Flanagan
Chief of Staff

JDD:kag

Attachment

Distribution: Lists B and F

**Salute to Excellence
Wednesday, May 25, 2005
SeaWorld Nautilus Pavilion**

SCHOOL _____ # in graduating class _____

Name/Title of Person Submitting Information _____ Telephone _____

Each school may designate up to one percent of its 12th grade graduating class, based on the last grade report prior to June 2005. Please round to nearest hundred to determine the number of students you are eligible to designate. List your valedictorian first. **Please check your list for accuracy.**

<u>Student's Name</u>	<u>Phonetic Spelling</u>	<u>Parent(s)/Guardian(s) Name(s)</u>	<u>Home Address, Zip Code</u>	<u>College Attending</u>
Sample Thuy Vi Thi Le	Sample Twee Vee Tee Lee			

Valedictorian:

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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