

SAN DIEGO CITY SCHOOLS

Date: March 18, 2005

To: Senior High School Principals

Subject: ORDERING OF PRINTED PROGRAMS
FOR GRADUATION EXERCISES

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

Due Date: (1) March 31, 2005 (draft)
(2) April 22, 2005 (final copy e-mailed to contracted printing company)

Reference: Procedure No. 5609

Action Requested: Submission of E-Pro Special Request Requisition and Survey form
to the Office of Instructional Support, Room 2038

Brief Explanation:

Pursuant to procedure 5609 (C.3), it is requested that the following be prepared in accordance with the listed time lines.

(1) E-Pro Special Requisition Request, Survey Form, and Front Cover Artwork - *Due March 31, 2005*

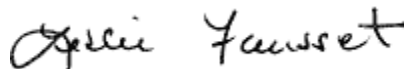
Please prepare an E-Pro Special Requisition Request for commencement programs, using your school's Chartfield of Accounts (site expense). Be sure to include an estimated cost for the programs (use last year's expenditures as a guide). Also, please complete the attached survey form (see Attachment) in triplicate and return two copies to Jan Kraklow, Office of Instructional Support, Eugene Brucker Education Center, Room 2038, along with a copy of your E-Pro Special Request requisition. If the front cover of your school's program includes **artwork**, enclose a camera-ready copy of the **artwork**.

(2) Balance of Program Copy - *Due April 22, 2005*

Names for the class roll section of your program will be automatically pulled by the Information Technology Department from the graduation database as of 5 p.m. April 28, 2005. The balance of the program copy should e-mailed directly to the contracted printer, no later than April 22, 2005. You will receive a copy for proofing and final revision as soon as it is available from the printer.

Note: Sites may exercise the option to design and print graduation programs in house.

If you have any questions, please call Jan Kraklow at (619) 725-7237.



Leslie Fausset
Deputy Superintendent

LF:jljk

Attachment

Distribution: Lists B and F

Commencement Program Survey Form '05

**ORDERING OF PRINTED PROGRAMS
FOR SENIOR HIGH SCHOOL GRADUATION EXERCISES**

School: _____ Principal: _____

Name of person in charge of Commencement Program: _____

Title of above: _____ Phone: (____) _____

Will your school contract with the district selected printer for your commencement programs?	YES		NO	
--	-----	--	----	--

*✍ If the answer is "yes," please prepare an E-Pro Special Request requisition for the program (to be submitted along with this survey form) **and complete the following:***

1. Please indicate the E-Pro Special Requisition number.	
2. How many programs will be required?	
3. How many names will be listed on your class roll?	
4. How many printed pages will you have? <i>Do not include class roll or cover pages in your count.</i>	
5. Do you have artwork for the program cover? <i>If so, please attach your artwork to the copy of the E-Pro Special Request requisition and include a reference to "attached art" in the "comments" field of the E-Pro Special Request requisition.</i>	_____ yes _____ no

INSTRUCTIONS FOR PREPARING E-PRO SPECIAL REQUEST REQUISITION

✍ Use the following description on your E-Pro Special Request requisition:

_____ School: 2005 Commencement Programs	1 Lot of _____	\$ _____
(exact name of school)	(quantity)	(cost)

✍ Include a cost estimate using last year's expenditure as a guide.

The class roll section of your program will be automatically taken from your graduation database as of 5 p.m. April 28, 2005. Any changes needed after that date will be done as part of the proofing process. Schools should e-mail the balance of the program copy to the contracted printer, no later than April 22, 2005

Please return two copies of this survey form along with a copy of your E-Pro Special Request requisition and any artwork for the front cover by March 31, 2005 to:

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