



2. Promotional Certificate Covers – Order due April 8, 2005

Certificate covers are available at the cost of approximately \$5.64 per package of 25. To order, complete a Stock Catalogue requisition (Item #2073). Certificate covers are optional and a site expense.

3. Printed Programs

A. Program Order – Due April 8, 2005

To order printed programs (programs may be printed “in house) complete the “Printed Programs” survey form (Attachment 2). Prepare an E-Pro Special Request requisition (site expense). Use an estimated cost for the programs by referring to your last year’s cost as a guide. A camera-ready copy of your artwork for the front cover of your commencement programs, Attachment 2, and a copy of your completed E-Pro Special Request requisition are sent to Jan Kraklow, Office of Instructional Support, Eugene Brucker, Education Center, Room 2038 by April 8, 2005.

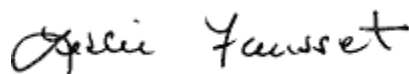
B. Class Roll – Due April 15, 2005

Unless otherwise specified, names will be printed alphabetically, last name first, in upper and lower case letters. If your list is presented in any other format, please include a note stating your preference for the actual printing.

C. Balance of Program Copy – Due April 29, 2005

After submitting the balance of copy for printed programs, you will receive a copy for proofing and final revision as soon as it is available from the printer.

Also attached is a checklist of materials due on April 8 (see Attachment 3). This form is included for your convenience; it is not necessary to return it. Questions may be directed to Jan Kraklow, (619) 725-7237.



Leslie Fausset  
Deputy Superintendent

LF:jlk

Attachments (3)

Distribution: Lists B (without attachments) and E

SAN DIEGO CITY SCHOOLS  
Office of Instructional Support

**CERTIFICATES OF PROMOTION**  
*Junior High and Middle Level Schools*

School: \_\_\_\_\_ Principal: \_\_\_\_\_

Will your school be ordering certificates of promotion? Yes \_\_\_\_\_ No \_\_\_\_\_  
**Note:** Certificates may be printed "in house."

If not, be sure the information above is complete and return this form as is.

If so, please indicate the E-Pro number: \_\_\_\_\_. Submit a copy of the E-Pro with this form.

The description on the E-Pro Special Request requisition should read:

(Exact school name to be printed)  
2005 Certificates of Promotion  
(Exact date of promotion—**June 17 or July 21, 2005**—*last day of student attendance*)  
1 Lot of (quantity) at \$35 for 100 and \$10 for each additional 100

What grade level students will be receiving the certificates? 8th \_\_\_\_\_ 9th \_\_\_\_\_

How many certificates will you be ordering? \_\_\_\_\_

Contact person at your site responsible for the certificates:

\_\_\_\_\_  
Name Telephone number and extension

List your school name exactly as it should appear on the certificates:

\_\_\_\_\_

Is this a change from last year? Yes \_\_\_\_\_ No \_\_\_\_\_

Will the principal be **hand signing** the certificates? Yes \_\_\_ No \_\_\_

If not, please submit a sample of the principal's signature in black ink on your school letterhead as it should be printed on the certificates and return with this form. **DO NOT USE A RUBBER STAMP.**

**Return Attachment 1, sample of principal's signature, and copy of E-Pro by April 8, 2005 to:**

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

SAN DIEGO CITY SCHOOLS  
Office of Instructional Support

**PRINTED PROGRAMS**  
*Junior High and Middle Level Schools*

School: \_\_\_\_\_ Principal: \_\_\_\_\_

Will your school be ordering printed promotional programs? Yes \_\_\_\_\_ No \_\_\_\_\_  
Note: Sites may print programs "in house."

If not, be sure the information above is complete and return this form as is.

If so, please indicate the E-Pro number: \_\_\_\_\_. Submit a copy of the E-Pro with this form.

The description on the E-Pro Special Request requisition should read:

(Exact school name to be printed)  
2005 Promotional Programs  
(Exact Date of Promotion—**June 17 or July 21, 2005**—*the last day of student attendance*)  
1 Lot of (quantity) and estimate cost based on last year's order

Contact person at your site who is responsible for the printed programs:

\_\_\_\_\_ Name Telephone number and extension

Number of printed programs you will be ordering: \_\_\_\_\_

Approximately how many names do you estimate will be listed on the class roll? \_\_\_\_\_

How many printed pages will be required for the balance of the program, excluding the cover and the pages containing the class roll? \_\_\_\_\_

Will you have artwork for the program cover? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, add "see attached artwork for front cover" in the comment section in the E-Pro Special Request requisition. Submit your artwork in an oversized envelope attached to a copy of your E-Pro Special Request requisition.

**Return Attachment 2, your artwork, and copy of E-Pro by April 8, 2005 to:**

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

SAN DIEGO CITY SCHOOLS  
Office of Instructional Support

**CHECKLIST FOR PROMOTIONAL EXERCISE MATERIALS**  
*(for school use only)*

**Promotional Certificates – Order due by April 8, 2004**

- Completed survey form (Attachment 1).
- Attach a copy of E-Pro Special Request requisition to the survey form.
- If principal is not hand signing the certificates, attach principal's signature in black ink on school stationery.

**Promotional Certificate Covers – Order due by April 8, 2005**

- Completed Stock Catalogue requisition (optional).

**Printed Programs - Order due by April 8, 2005**

- Completed survey form (Attachment 2)
- Attach copy of E-Pro Special Request requisition to the survey form
- If submitting artwork, attach camera-ready art in an oversized envelope to the copy of the E-Pro Special Request requisition.

**Reminder:**

- **The class roll list – Due no later than April 15, 2005**  
Unless otherwise specified, names will be printed alphabetically, last name first, in upper and lower case letters. If your list is presented in any other format, please include a note stating your preference for the actual printing.
- **The balance of program copy – Due by April 29, 2005.**  
After submitting the balance of copy for printed programs, you will receive a copy for proofing and final revision as soon as it is available from the printer.
- Sites will be notified of the name/title of the district representative who will attend your ceremony.