

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: February 22, 2008

To: Senior High School Principals

Subject: ORDERING OF PRINTED MATERIALS FOR
SENIOR HIGH SCHOOL GRADUATION

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

Due Date: March 3, 2008

Reference: Procedure No. 5609

Action Requested: Complete and return attachments, and submit an
e-Pro Special Request requisition as needed

Brief Explanation:

This circular includes details regarding ordering the following items for senior high school graduation:

- A) Diplomas, Certificates, and Letters of Recognition
- B) Diploma Covers
- C) Printed Programs

For specific details on this process and the associated timelines for completion, please review Administrative Procedure No. 5609 and the SIS Annual Calendar. Please note, the fiscal responsibility for printing of diplomas, certificates, letters of recognition, and diploma covers lies with the Office of the Assistant Superintendent. Individual schools are fiscally responsible for printing of programs for graduation exercises.

A) Diplomas, Certificates, and Letters of Recognition—Attachment 1: Preliminary lists of graduates are used to order diplomas, certificates and letters of recognition. This information is generated from the district student information system at 5 p.m. on May 2, 2008. The school clerical staff assigned to duties of the registrar will receive a copy of the list that is used for ordering via the graduation document printer. *Attachment 1* must be completed by each school to ensure that the official school name to be printed on the diplomas is correct.

B) Diploma Covers—Attachment 1: To significantly reduce the number of individual e-Pro requisitions for senior high school diploma covers, submit your requirements based on anticipated 2007–08 graduating seniors on the attached form. In order to start the bidding process as early as possible for senior high school diploma covers, all schools needing diploma covers for 2007–08 graduating seniors should complete *Attachment 1 (line #3)* by **March 3, 2008**.

Sites should take into consideration the diploma cover stock on hand before calculating the additional number of covers needed.

Please complete and return *Attachment 1 (Ordering of Senior High Diploma Covers)* to Marie Stimpson, Eugene Brucker Education Center, Room 2140, **by March 3, 2008**.

C) Printed Programs—Attachment 2: (*Commencement Program Survey Form 2008*) – An e-Pro Special Request requisition must be prepared when ordering commencement programs. Your school's account code is to be used (site expense). Please include an estimated cost for the programs (use last year's expenditure as a guide). Send *Attachment 2* and a copy of the e-Pro Special Request requisition to Marie Stimpson, Eugene Brucker Education Center, Room 2140. For those schools whose front cover includes **artwork**, enclose a camera-ready copy of the artwork.

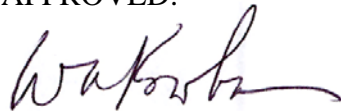
Names for the class roll section of your program will be automatically generated from the graduation data base by the Information Technology Department at 5 p.m., May 2, 2008. The balance of the program copy should be e-mailed directly to the contracted printer **no later than April 30, 2008**. The e-mail address of the contracted printer (TBD) will be forwarded to the person in charge of program preparation at your site. Your site will receive a copy for proofing and final revision as soon as it is available from the printer. All corrections/changes will be handled directly between the site and the printer.

NOTE: School sites may exercise the option to design and print graduation programs in house.

If you have any questions, please contact Marie Stimpson at 619.725.7254 or at mstimpson@sandi.net.

Nellie Meyer
Assistant Superintendent

APPROVED:



William A. Kowba
Interim Superintendent

NM:ms

Attachments (2)

Distribution: B and F

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of the Superintendent

ORDERING OF SENIOR HIGH DIPLOMA COVERS

Return by March 3, 2008

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

- Indicate if this is a change from 2007–08: YES NO

2. **Diploma Covers**—please calculate quantity needed:

$$\frac{\text{Estimated \# of graduates}}{\text{Estimated \# of graduates}} - \frac{\text{\# of covers on hand}}{\text{\# of covers on hand}} = \frac{\text{\# of covers needed}}{\text{\# of covers needed}}$$

Fax to 619.725.7236

or

Fold, staple, and return to:

EUGENE BRUCKER EDUCATION CENTER

ROOM 2140

Attn: MARIE STIMPSON

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of the Superintendent

Commencement Program Survey Form 2008

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

School: _____ Principal: _____

Name of Person in Charge of Commencement Program: _____

Title of Above: _____ Phone: () _____ ext. _____

Will your school contract with the district selected printer for your commencement programs?	YES		NO	
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- ***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 student 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 a copy of artwork to a copy of the e-Pro Special Request requisition and include a reference to "attached art" in the "comments" field of the e-Pro.</i>	_____ yes _____ no

INSTRUCTIONS FOR PREPARING E-PRO SPECIAL REQUEST REQUISITION

- ***Use the following description on your e-Pro Special Request requisition:***

_____ School: 2008 Commencement Programs (exact name of school)	1 Lot of _____ (quantity)	\$ _____ (cost)
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- ***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. May 2, 2008. 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 (TBD), no later than April 30, 2008.

Please return this survey along with a copy of your e-Pro Special Request requisition and cover artwork by March 3, 2008 to:

**EUGENE BRUCKER EDUCATION CENTER
ROOM 2140
ATTN: MARIE STIMPSON**