

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: February 25, 2008

To: Elementary, Middle Level, and Senior High Principals

Subject: ELEMENTARY, MIDDLE LEVEL, AND
SENIOR HIGH PROMOTION/GRADUATION EXERCISES

**Department and or/
Persons Concerned:** Elementary, Middle Level, and Senior High Principals

Due Date: March 12, 2008

Reference: None

Action Requested: Complete and return the attached promotion/graduation exercise information.

Brief Explanation:

There is a need for schools to coordinate the timing of their end-of-year promotion/graduation activities so parents with children being promoted from schools at several levels do not have a conflict. Changes to the schedule outlined below must be worked out in advance with other cluster/feeder schools. **Confirmation of that agreement must be made by initialing where indicated on the attachment when submitted.**

Traditional Schedule

All promotion/graduation exercises for students on traditional schedules **must be held** on the last day of student attendance, **Monday, June 16, 2008**, according to the following time schedule:

- Junior High/Middle Schools at or after 7:30 a.m., to end no later than 10:30 a.m.*
- Elementary Schools at or after 11 a.m., to end no later than 12:30 p.m.
- Senior High Schools at or after 1 p.m.

* Schools on late-start schedules may adjust the promotion schedule to accommodate their start time. Please coordinate with your feeder elementary schools.

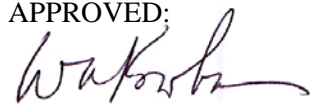
SINGLE-TRACK YEAR-ROUND SCHEDULE

Promotion exercises for schools on single-track year-round schedules must be held on the last day of student attendance, **Monday, July 21, 2008**.

Please return the attached form to Marie Stimpson, Eugene Brucker Education Center, Room 2140, by **March 12, 2008**. The form may be faxed to 619-725-7236. If you have any questions, please call 619-725-7254.

Nellie Meyer
Assistant Superintendent

APPROVED:



William A. Kowba
Interim Superintendent

NM:ms

Attachment

Distribution: Lists B, D, E, and F

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of the Superintendent

**ELEMENTARY, MIDDLE, AND SENIOR HIGH
PROMOTION/GRADUATION EXERCISES**

School _____

Select from **one** of the following options:

A. _____ No promotion exercises are planned.

B. Traditional Track Schools

_____ Promotion/graduation exercises will be held on June 16, 2008

Time: from _____ to _____

Location of Ceremony: _____

(i.e., Challenger Middle School – Lunch Court)

C. Single-Track Year-Round Schools

_____ Promotion exercises will be held on July 21, 2008

Time: from _____ to _____

Location of Ceremony: _____

(i.e., Farb Middle School – Lunch Court)

Principal

Principal's Signature

Note: If change from required time schedule, please *initial* to confirm agreement with cluster/feeder schools. _____
(Initial)

**Fax to 619-725-7236 or
Fold, staple, and return by March 12, 2008, to:**

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