

**ADMINISTRATIVE CIRCULAR NO. 75**  
Office of the Associate Superintendent

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** March 3, 2008

**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 18, 2008

**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 2008. School valedictorians will also be recognized. The "Salute to Excellence" recognition event will be held on **Wednesday, May 21, 2008, from 4:30-6:30 p.m., in the Garden Plaza at SeaWorld San Diego.** Each student to be honored and his or her parents/guardian(s) will receive an invitation to attend. Each principal and head counselor will also receive an invitation. Each "Student of Excellence" is encouraged to invite a teacher or counselor who has been inspirational and encouraging.

**No tickets or parking permits will be mailed to attendees. To reserve tickets, you must RSVP using the form enclosed with the invitation. The requested number of tickets will be held at the "Passport Gate" the day of the event and will be available at 3:30 p.m. Your invitation is your parking permit.**

In order for us to mail invitations and prepare the printed program, 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 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 18, 2008.**

Please mark your calendars now for this important celebration. If you have questions, contact Ellen Tiffany in the Community Relations Department at 619-725-5594.

Janet D. Delaney  
Director  
Community Relations

APPROVED:

A handwritten signature in black ink on a light pink rectangular background. The signature reads "Dorothy Harper" in a cursive script.

Dorothy Harper  
Associate Superintendent  
Parent, Community and Student Engagement

JDD:kag

Attachment

Distribution: List B and F

Salute to Excellence  
Wednesday, May 21, 2008  
Garden Plaza, SeaWorld San Diego

SCHOOL \_\_\_\_\_ # in graduating class \_\_\_\_\_

Name/Title of Person Submitting Information \_\_\_\_\_ Telephone \_\_\_\_\_

Each school may designate up to one percent of its 12<sup>th</sup> grade graduating class, based on the last grade report prior to June 2008. 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<br>Thuy Vi Thi Le | Sample<br>Twee Vee Tee Lee |                                      |                               |                          |

Valedictorian:

|       |       |       |       |       |
|-------|-------|-------|-------|-------|
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