

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: February 10, 2009
To: Elementary School Principals
Subject: ELEMENTARY PROMOTION EXERCISES
**Department and or/
Persons Concerned:** Elementary Principals
Due Date: March 13, 2009
Reference: None
Action Requested: Complete and return the attached promotion 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 exercises for students on traditional schedules **must be held** on the last day of student attendance, **Monday, June 15, 2009**, 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.

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, **Tuesday, July 21, 2009**.

Please return the attached form to Ruth Jones, Eugene Brucker Education Center, Room 2038, by **March 13, 2009**. The form may be faxed to 619-725-7110. If you have any questions, please call 619-725-7170.

Carol Barry and Grenita Lathan
Chief Elementary School Improvement Officers

APPROVED:



Terry B. Grier
Superintendent

CB/GL:sds

Attachment

Distribution: Lists _____

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of the Superintendent

ELEMENTARY PROMOTION EXERCISES

School _____

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

A. _____ No promotion exercises are planned.

B. Traditional Track Schools

_____ Promotion exercises will be held on Monday, June 15, 2009

Time: from _____ to _____

Location of event: _____
(i.e., Adams Elementary School – Lunch Court)

C. Single-Track Year-Round Schools

_____ Promotion exercises will be held on Tuesday, July 21, 2009

Time: from _____ to _____

Location of event: _____
(i.e., Baker Elementary 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 619-725-7110 or
Fold, staple, and return by March 13, 2009, to:**

**EUGENE BRUCKER EDUCATION CENTER
ROOM 2038
ATTN: RUTH JONES**