

**ADMINISTRATIVE CIRCULAR NO. 68**  
Office of the Chief High School Improvement Officer

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** February 20, 2009

**To:** Senior High School Principals

**Subject:** SENIOR HIGH SCHOOL GRADUATION  
PREPARATIONS—  
ORDERING PRINTED MATERIALS AND  
COMMENCEMENT EXERCISE LOCATION

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

**Due Date:** March 18, 2009

**Reference:** Procedure No. 5609

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

**Brief Explanation:**

This circular provides information regarding the following preparations for senior high school graduation:

- A) The official school name as it is to appear on diplomas, certificates of completion, and letters of recognition
- B) The principal's signature preference on diplomas, certificates of completion, and letters of recognition
- C) Ordering diploma covers
- D) Ordering printed programs
- E) Location and time of commencement exercise
- F) Ordering diplomas, certificates of completion, and letters of recognition

For specific details on this process and the associated timelines for completion, please review Administrative Procedure No. 5609 and the Student Information Systems (SIS) Annual Calendar. Each high school is responsible for the cost of diploma covers (e-Pro item number 2064) and printing programs for commencement exercises. A Request for Exemption form must be completed and approved for all expenses prior to submitting e-Pros.

A) Provide the official name of your school on Attachment 1 as it is to appear on diplomas, certificates of completion, and letters of recognition.

B) Indicate on Attachment 1 whether principal will hand sign or have signature scanned on diplomas, certificates of completion, and letters of recognition

C) Diploma Covers—to determine the number of covers your site will need, on Attachment 1 enter the number of 2008–09 seniors that you anticipate will graduate, subtract the number of covers already on hand at your site, and the difference will be the number of covers to order.

Complete and return Attachment 1 (*Official School Name, Principal's Signature Preference, and Senior High Diploma Covers Order Survey*) to Marie Stimpson, Eugene Brucker Education Center, Room 2140 no later than March 18, 2009.

D) Printed programs—submit an e-Pro Special Request requisition to order commencement programs. Please include an estimated cost for the programs based on last year's expenditure. If the front cover of your school's program includes artwork, attach a camera-ready copy of the artwork to the e-Pro. Please note that schools have the option of designing and printing their program in house.

Names for the class roll section of your program will be generated automatically from the graduation data base by the Information Technology (IT) Department at 5 p.m. on Friday, May 1, 2009.

Programs will be printed by Crest Offset Printing Company. Rebecca Blackwood is your contact, and her e-mail address is [rebecca@crestoffsetprinting.com](mailto:rebecca@crestoffsetprinting.com). The staff member responsible for the commencement program at each site will contact Rebecca directly for all changes and corrections. This year's schedule is listed below.

- April 17, 2009: Cover copy is due to Crest (Crest will e-mail PDF proofs for final OK)
- April 24, 2009: Final proof of cover is due back to Crest
- April 24, 2009: Inside pages are due to Crest (e-mailed from each school site)
- May 5, 2009 Crest will receive all graduates' names from the district IT Department (Crest will then e-mail PDF proofs of complete programs to each school)
- May 11, 2009: Final proof of program is due back to Crest from each school site.
- May 29, 2009: Crest will deliver all completed programs to the district Supply Center

Schools that do not meet the May 11 deadline will be responsible for paying an additional set-up fee and printing charge.

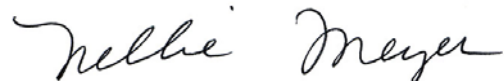
Complete and send Attachment 2 (*2009 Senior High School Commencement Program Order Form*) and a copy of the e-Pro Special Request requisition to Marie Stimpson, Eugene Brucker Education Center, Room 2140 no later than March 18, 2009.

E) Location and time of commencement exercise—on Attachment 3, please provide the time and location of your school's commencement exercise.

Complete and send Attachment 3 (*Senior High School Commencement Exercise*) to Marie Stimpson, Eugene Brucker Education Center, Room 2140 no later than March 18, 2009.

F) Ordering diplomas, certificates of completion, and letters of recognition—to order these documents, please refer to the preliminary list of graduates that is generated from the district Student Information System (SIS) at 5 p.m. on Friday, May 1, 2009.

If you have any questions, please contact Marie Stimpson at 619.725.7254 or at [mstimpson@sandi.net](mailto:mstimpson@sandi.net).



Nellie Meyer  
Chief High School Improvement Officer

APPROVED:

NM:ms

Attachments (3)

Distribution: B and F

SAN DIEGO UNIFIED SCHOOL DISTRICT  
Chief High School Improvement Office

OFFICIAL SCHOOL NAME,  
PRINCIPAL'S SIGNATURE PREFERENCE,  
AND SENIOR HIGH DIPLOMA COVERS

**Complete and return form by March 18, 2009**

1. Official school name as it should appear on diplomas, certificates of completion, and letters of recognition:

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- Is this a change from 2008–09?

- Yes  
 No

2. Principals have the option of hand signing diplomas, certificates of completion, and letters of recognition. Will the principal hand sign these documents this year?

- Yes  
 No

3. Diploma Covers—please calculate quantity needed as follows:

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

**Fax completed form to 619.725.7236  
or send to:  
Eugene Brucker Education Center  
Room 2140  
Attn: Marie Stimpson**

SAN DIEGO UNIFIED SCHOOL DISTRICT  
Chief High School Improvement Office

2009 SENIOR HIGH COMMENCEMENT PROGRAM

**Complete and return form by March 18, 2009**

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

The district has contracted with Crest Offset Printing Company to print commencement programs. Please select (☒) one of the following:

- Our school will not have commencement programs.
- Our school will print our commencement programs.
- Our school will be coordinating with Crest for our commencement programs.

If you will be coordinating with Crest for your programs, please provide the information below:

Name of person at your site in charge of commencement program:

\_\_\_\_\_

Title of person \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail: \_\_\_\_\_

Please submit an e-Pro Special Request requisition if you will be coordinating with Crest for your programs, and complete the following:

- e-Pro Special Request requisition number \_\_\_\_\_
- Number of programs your site will need \_\_\_\_\_
- Number of students listed on your class roll \_\_\_\_\_  
(Names for the class roll section of your program will be generated automatically from the graduation data base by the IT Department at 5 p.m. on Friday, May 1, 2009. Changes after May 1 will become part of the proofing process.)
- Number of printed pages your program will have (do not include the class roll or cover pages) \_\_\_\_\_
- Do you have artwork for the program cover?  Yes (attach artwork to e-Pro)  
 No

Instructions for preparing an e-Pro Special Request requisition—

- Use the following description:  
\_\_\_\_\_ 2009 Commencement Programs 1 Lot of \_\_\_\_\_ \$ \_\_\_\_\_  
(exact name of school) (quantity) (cost)

Refer to last year's expenditure as a guide to estimate this year's cost.

**Fax completed form to 619.725.7236 or send to:**

**Eugene Brucker Education Center  
Room 2140  
Attn.: Marie Stimpson**

SAN DIEGO UNIFIED SCHOOL DISTRICT  
Chief High School Improvement Office  
2009 SENIOR HIGH COMMENCEMENT EXERCISES

**Complete and return form by March 18, 2009**

Please note: Senior high school commencement exercises start at or after 1 p.m.

Middle school promotion exercises start at or after 7:30 a.m. and end no later than 10:30 a.m.  
(Schools on a late-start schedule may adjust their promotion time to accommodate start time  
but are to coordinate with their feeder elementary schools.)

Elementary school promotion exercises start at or after 11 a.m. and end no later than 12:30 p.m.

School \_\_\_\_\_

Commencement exercises will be held on June 15, 2009

or

Commencement exercises will be held on \_\_\_\_\_  
(date)

Time: from \_\_\_\_\_ to \_\_\_\_\_

Location of ceremony: \_\_\_\_\_  
(i.e., Madison High Football Field)

\_\_\_\_\_  
Print Principal's Name

\_\_\_\_\_  
Principal's Signature

**Fax completed form to 619.725.7236  
or send to:  
Eugene Brucker Education Center  
Room 2140  
Attn.: Marie Stimpson**