

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** February 23, 2009

**To:** Middle Level and Senior High School Principals,  
Division and Department Heads

**Subject:** PHYSICAL ARRANGEMENTS FOR HIGH SCHOOL GRADUATION  
AND MIDDLE-LEVEL PROMOTIONAL EXERCISES

**Department and/or  
Persons Concerned:** Site Administrators and Planning Committees

**Due Date:** February 27, 2009

**Reference:** Administrative Procedure 4770  
Information Circular No. 504 dated December 11, 2008

**Action Requested:** Provide information requested on attached form. If offsite facilities are being requested, please provide original, unsigned contract to: Procurement & Contracts Department, Cardinal Lane, Building M, Attention: Michael Agrella.

**Brief Explanation:**

Please complete the attached form to make arrangements for chairs, public address (PA) systems, and risers for graduation and promotional exercises. To make the most equitable allocation of such equipment, please be reasonable in making your request because certain items, such as chairs, are limited in number. *(Please note that due to the limited number of folding chairs available, some schools may not receive the color of chairs requested.)* Contact the vendor with your specific needs, and ask them to send or fax you a quotation, which should be used when preparing your e-Pro requisition.

Schools are required to get approval from the appropriate Chief School Improvement Officer for ceremonies held off-campus. In the event your graduation venue is offsite, please contact Michael Agrella (858-522-5810) for district contract requirements. The original, unsigned contract must be provided to Michael Agrella no later than **February 27, 2009**. It is the school's responsibility to contact Transportation Services to make the necessary arrangements for student transportation to and from these locations. Site funds should be used.

Security services are also site-funded. Please contact School Police Services first with your requests. Should you require the services of an outside vendor, contact Michael Agrella (858-522-5810) for a list of security service vendors that have contracts with the district.

Complete the attached form and be specific in giving exact information relative to time, numbers, etc. If your site needs the services of our district's truck drivers to haul equipment, that information must be included on this form. It is important that schools adhere to the times indicated for commencement exercises. **Please fill out the form completely** and send (or fax to 619-542-5710) a copy to Procurement and Contracts, 2351 Cardinal Lane, Building M, Attention: Michael Agrella, no later than **February 27, 2009**, and retain one copy for your records. **If you have no requirements, indicate "no requirements" in the spaces provided.** Timeliness is critical as late requests may not be able to be honored.

If 504/ADA ramps will be required for your graduation stage, see **Information Circular No. 504, dated December 11, 2008**. Please be aware of the following information. Two ramps are usually required to accommodate the flow of traffic on and off the stage in one direction. The stage height, in inches, needs to

be indicated on the e-Pro requisition under description and line comments. This will determine the ramp length. For questions regarding the ramps, the site should contact the 504/ADA Office directly at the Mental Health Resource Center, Cardinal Lane, Annex B, (858) 496-8031.

Central office funds will cover the cost of equipment rental (chairs, sound systems, stages, ramps), up to \$2,000 for senior high schools. High schools may choose to use this funding for rental of facilities or to purchase non-capitalized equipment in lieu of equipment rental. Please submit an e-Pro requisition charging the following accounts:

5578.00070.00.5619.2700.0000.01000.0000. Rental of Equipment (Item Category SVC\_5619)  
5578.00070.00.5621.2700.0000.01000.0000. Rental of Non-Educational Facilities (Item Category SVC\_5621)  
5578.00070.00.4491.2700.0000.01000.0000. Equipment Non-Capitalized

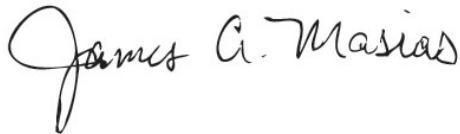
In “ADDITIONAL INFORMATION” box in the e-Pro, include the comment: Sr. High School Graduation Ceremony.

Due to fiscal constraints and cuts to central office budgets, equipment rental for middle schools will not be subsidized with central office funds.

Costs in excess of maximums indicated above or for other types of expenditures are the site’s responsibility and should be charged to your site’s funds.

For site-funded items, schools must submit an e-Pro requisition complete with a site account charge number, along with a full and complete description of items needed. Fax the attached form, (include the e-Pro numbers) along with a copy of the quotation from the vendor, to (619) 542-5710. Questions may be directed to Michael Agrella at (858) 522-5810.

APPROVED:



James A. Masias  
Chief Financial Officer

Attachment (1)

Distribution: Lists B (w/o attachment), E, and F

**2009 GRADUATION/PROMOTION CEREMONIES**

School Name \_\_\_\_\_ Location No. \_\_\_\_\_  
 Site Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Graduation Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
 Location: \_\_\_\_\_

**PLEASE NOTE: A SEPARATE E-PRO MUST BE PREPARED FOR EACH CATEGORY and EACH VENDOR**

**A. Facility Rental Required – School to prepare e-Pro** Yes  No   
*If ceremonies are held off campus, an original, unsigned contract is required and must be reviewed by SDUSD Procurement by February 27, 2009. For questions contact Michael Agrella (858-522-5810)*

Contract Reviewed by \_\_\_\_\_ Date: \_\_\_\_\_

E-Pro # \_\_\_\_\_ Cost: \_\_\_\_\_ PO # \_\_\_\_\_

**B. Chair / Stage Equipment Rental Required – School to prepare e-Pro** Yes  No   
*Please fax a copy of quote to Procurement and Contracts (619-542-5710)*

Vendor \_\_\_\_\_ # of Folding Chairs \_\_\_\_\_  
(please note that due to a limited number of chairs available, some schools may not receive the color of chair requested)  
 Stage/Risers/Ramps Needed  
 (please describe briefly) \_\_\_\_\_

E-Pro # \_\_\_\_\_ Cost: \_\_\_\_\_ PO # \_\_\_\_\_

**C. Sound Equipment Rental Required – School to prepare e-Pro** Yes  No   
*Please fax a copy of quote to Procurement and Contracts (619-542-5710)*

Vendor \_\_\_\_\_ Contact Info: \_\_\_\_\_

E-Pro # \_\_\_\_\_ Cost: \_\_\_\_\_ PO # \_\_\_\_\_

**D. Equipment Check Required for District Sound System?** Yes  No   
*If yes, school should contact PPO Work Order Desk at 858-627-7250.*

**E. Please indicate any Equipment Hauling Requirements that you are requesting of district staff:**

Description of Equipment to be Hauled: \_\_\_\_\_

Pickup From	Time	Delivery To	No Later Than	Pickup Time for Return

**F. Security Requirements - School to make arrangements directly. Security is funded by the school site.**  
*Contact SDUSD Police first. Outside security agencies must be awarded a current School Board contract to provide security service. Contact Michael Agrella for information (858-522-5810).*

Vendor \_\_\_\_\_ Contact Information: \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Today's Date: \_\_\_\_\_