

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of Student Services

2018 SENIOR HIGH COMMENCEMENT PROGRAM

Complete and return form by February 28, 2018

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 Monday, April 23, 2018. Changes after April 23rd 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:
_____ 2018 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.

Send to:
Eugene Brucker Education Center
Room 2008
Attn: Lisa Sheldon