

**ADMINISTRATIVE CIRCULAR NO. 206**  
Office of School Innovation and Integrated Youth Services

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** January 28, 2019

**To:** Senior High School Principals

**Subject:** SENIOR HIGH SCHOOL GRADUATION  
PREPARATIONS AND  
ORDERING PRINTED MATERIALS

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

**Due Date:** February 28, 2019

**Reference:** Administrative Procedure No. 5609

**Action Requested:** Complete and return attachments, and submit  
e-Pro requisitions 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 and certificates of completion
- B) The principal's signature preference on diplomas and certificates of completion
- C) Ordering diploma covers
- D) Ordering printed commencement programs
- E) Ordering diplomas and certificates of completion

For specific details on this process and the associated timelines for completion, please review Administrative Procedure No. 5609 and the Registrar's Handbook. Each high school is responsible for the cost of diploma covers (e-Pro item number 2064) and printing programs for commencement exercises.

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

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

**C) Diploma Covers**—to determine the number of covers your site will need, on Attachment 1 enter the number of 2019 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.

Submit an e-Pro (catalog item). Once the e-Pro is submitted, complete and return Attachment 1 (*Official School Name, Principal's Signature Preference, and Senior High Diploma Covers Order Survey*) to Veronica Ortega, Eugene Brucker Education Center, Room 2008 (or email [vortegal@sandi.net](mailto:vortegal@sandi.net)) no later than **February 28, 2019**.

**D) Printed programs**- It is recommended that you utilize the District's Print Shop for your Commencement Programs. Submit a Print Shop Request Form. If the front cover of your school's program includes artwork, attach a camera-ready copy of the artwork. Please note that schools have the option of designing and printing their program in house. Please include an estimated cost for the programs based on last year's expenditure. If the Print Shop is unable to fulfill your request you will be notified and can use the vendor we have used in the past (Crest Offset Printing Company).

For programs that 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.

- March 15, 2019: Cover copy is due to Crest (Crest will e-mail PDF proofs for final OK)
- April 2, 2019: Final proof of cover is due back to Crest
- April 2, 2019 Inside pages are due to Crest (e-mailed from each school site)
- April 26, 2019: Crest will receive all graduates' names from the ITSS Department (Crest will then e-mail PDF proofs of complete programs to each school)
- May 13, 2019: Final proof of program is due back to Crest from each school site
- May 29, 2019: Crest will deliver all completed programs to the district Supply Center

Names for the class roll section of your program will be generated automatically from the graduation data by the Integrated Technology Support Services (ITSS) Department at 5 p.m. on Wednesday, April 24, 2019.

Complete and send Attachment 2 (*2019 Senior High School Commencement Program Order Form*) to Veronica Ortega, Eugene Brucker Education Center, Room 2008 (or email [vortegal@sandi.net](mailto:vortegal@sandi.net)) no later than March 17, 2019.

**E) Ordering diplomas and certificates of completion**—to order these documents, please refer to the “Graduation Information Report” (SQS62–RB) that will be sent to you with the Commencement Program report generated from the district Student Information System (SIS) at 5 p.m. on May 7, 2019.

If you have any questions, please contact Veronica Ortega at 619.725.7248 or at [vortegal@sandi.net](mailto:vortegal@sandi.net).

APPROVED:



Cheryl Hibbeln  
Executive Director, Office of School Innovation and Integrated Youth Services

CH:vo

Attachments (2)

Distribution: B and F