SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of Leadership & Learning

2020 SENIOR HIGH COMMENCEMENT PROGRAM

Complete and return form by February 28, 2020

School: _____   Principal: _____

Please select (☒) one of the following:

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

The district has contracted with Crest Offset Printing Company to print commencement programs.

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 database by the IT Department by April 30, 2020. Changes after April 30th 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:
  _____ 2020 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: Veronica Ortega
Or email to: vortega1@sandi.net