

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date:

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, 2020**

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:

- The official school name as it is to appear on diplomas and certificates of completion
- The principal's signature preference on diplomas and certificates of completion
- Ordering diploma covers
- Ordering printed commencement programs
- Ordering diplomas and certificates of completion

Each high school is responsible for the cost of diploma covers (e-Pro item number 2064) and printing programs for commencement exercises.

On Attachment 1:

- Provide the official name of your school as it is to appear on diplomas and certificates of completion.
- Indicate whether principal will hand sign or have signature scanned on diplomas and certificates of completion.
- Determine the number of covers your site will need and enter the number of 2020 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 vortega1@sandi.net) no later than **February 28, 2020**.

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. 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 13, 2020: Cover copy is due to Crest (Crest will e-mail PDF proofs for final OK)
- April 6, 2020: Final proof of cover is due back to Crest
- April 6, 2020 Inside pages are due to Crest (e-mailed from each school site)
- April 27, 2020: Crest will receive all graduates' names (for sites using Crest) from the IT Department (Crest will then e-mail PDF proofs of complete programs to each school)
- May 15, 2020: Final proof of program is due back to Crest from each school site
- May 29, 2020: Crest will deliver all completed programs to the district Supply Center

For sites using SDUSD Printing Services, the names for the class roll section of your program will be generated automatically from the graduation data by the IT Department by April 30, 2020. The names will be sent to both the sites and Printing Services.

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) by **February 28, 2020**.

Ordering diplomas and certificates of completion—Graduation Documents will be ordered via each site's Graduation Document Report, generated from PowerSchool by IT at the end of the day, 4 p.m., on Friday, May 1, 2020.

If you have any questions, please contact Veronica Ortega at (619)725-7248 or at vortegal@sandi.net.

APPROVED:

Dr. Sofia Freire
Chief, Office of Leadership & Learning

SF:vo
Attachments (2)