

SAN DIEGO CITY SCHOOLS

Date: January 25, 2006

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 28, 2006

Reference: Administrative Procedure 4770

Action Requested: Provide information requested on attached form. Return or fax copy to Procurement & Contracts Department, Cardinal Lane, Building M, Attention: Graduation Requirements.

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 will receive brown chairs.*) 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. Names of approved vendors can be obtained from the Procurement Office.

Schools are required to get approval from the appropriate assistant superintendent for ceremonies held off-campus. 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, it is critical that you contact the Procurement Office for a list of approved security services 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. Late requests may not be able to be honored. It is important that schools adhere to the times indicated for commencement exercises. **Please fill out the form completely and** send (or fax to 858-573-0084) a copy to Procurement and Contracts, 2351 Cardinal Lane, Building M, Attention: Graduation Requirements, no later than **February 28, 2006**, and retain one copy for your records. If you have no requirements, indicate "no requirements" in the spaces provided.

If 504/ADA ramps will be required for your graduation stage, 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 ePro 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 rental of equipment (chairs, sound systems, stages, ramps), up to \$2,000 for middle schools and \$2,500 for senior high schools. High schools may choose to use this funding for rental of facilities in lieu of equipment rental. Any other items requested must be funded by the site. Please submit an e-pro requisition charging the following account:

5562 00070 00 5619 2700 1110 01000 0000-Rental of Equipment
5562 00070 00 5621 2700 1110 01000 0000-Rental of Facilities

Costs in excess of maximums indicated above or for other types of expenditures should be charged to your site's discretionary fund: CCCC.00000.00.5621.2700.1110.01000.0000.

For site-funded items, schools must submit an ePro requisition complete with a site account charge number, along with a full and complete description of items needed. Fax the attached survey form, (include the ePro numbers) along with a copy of the quotation from the vendor, to (858) 573-0084. Questions may be directed to Mark Floyd at (858) 496-8035.

Peter M. Iverson
Chief Business Officer
Business Operations Division

APPROVED:



Jose Betancourt
Chief Administrative Officer

PMI:sw

Attachment

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

2006 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 ePro Yes No
If ceremonies are held off campus, a contract is required and must be reviewed by SDUSD Procurement

Contract Reviewed by _____ Date: _____
 E-Pro # _____ Cost: _____ PO # _____

B. Chair / Stage Equipment Rental Required – School to prepare ePro Yes No
Please fax a copy of quote to Procurement and Contracts (858-573-0084)

Vendor _____ # of Folding Chairs _____
(please note that due to a limited number of chairs available, some schools will receive brown chairs)
 Stage/Risers/Ramps Needed _____
(please describe briefly)

E-Pro # _____ Cost: _____ PO # _____

C. Sound Equipment Rental Required – School to prepare ePro Yes No
Please fax a copy of quote to Procurement and Contracts (858-573-0084)

Vendor _____ Contact Info: _____
 E-Pro # _____ Cost: _____ PO # _____

D. Equipment Check Required for District Sound System? Yes No
If yes, School should contact M&O 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 SDCS Police first. Outside security agencies must be on the district's approved list.

Vendor _____ Contact Information: _____

Principal's Signature _____ Today's Date: _____

RETURN FORM TO PROCUREMENT AND CONTRACTS, CARDINAL LANE, OR FAX TO 858-573-0084