

ADMINISTRATIVE CIRCULAR NO. 68
Office of the Superintendent

SAN DIEGO CITY SCHOOLS

Date: February 2, 2006

To: Senior High School Principals

Subject: ORDERING OF PRINTED
MATERIALS FOR SENIOR HIGH
SCHOOL GRADUATION

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

Due Date: February 28, 2006

Reference: Procedure No. 5609

Action Requested: Submit e-Pro Requisitions and Survey Forms

Brief Explanation:

In order to streamline the communication to sites regarding high school graduation, this circular now includes details regarding ordering particular items that last year were part of three different circulars.¹ To that end, the following materials and the process for ordering them are outlined below:

- a) Diplomas, Certificates and Letters of Recognition
- b) Printed Programs
- c) Diploma Covers

For specific details on this process and the associated timelines for completion, please review Administrative Procedure No. 5609 and the SIS Annual Calendar. Please note, the fiscal responsibility for printing of diplomas, certificates, letters of recognition and diploma covers lies with the Office of the Assistant Superintendents. Individual schools are fiscally responsible for printing of programs for graduation exercises.

Diplomas, Certificates and Letters of Recognition – Preliminary lists of graduates are used to order diplomas, certificates and letters of recognition. This information will be generated from the district student information system at 5 p.m. on May 5, 2006. The school registrar will receive a copy of the list that will be used for ordering via the graduation document printer.

The attached survey form must be completed by each school in order to ensure the information to be printed is correct and specific to your school. Please complete and return the attached survey to Jan Kraklow, Office of the Assistant Superintendents, Eugene Brucker Education Center, Room 2038, **by February 28, 2006.**

¹ Administrative Circular No. 82 dated March 11, 2005, Administrative Circular No. 87 dated March 18, 2005 and Administrative Circular No. 92 dated March 31, 2005.

Printed Programs (e-Pro Special Request requisition, artwork and related survey form due to Office of the Assistant Superintendents **no later than February 28, 2006**) – An e-Pro Special Request requisition must be prepared for commencement programs using your school’s account code (site expense). Please be sure to include an estimated cost for the programs (use last year’s expenditures as a guide). In addition, please complete the attached survey form in triplicate and return two copies to Jan Kraklow, Office of the Assistant Superintendents, Eugene Brucker Education Center, Room 2038, along with a copy of the e-Pro requisition. For those schools whose front cover includes **artwork**, enclose a camera-ready copy of the artwork.

Names for the class roll section of your program will be automatically generated from the graduation data base by the Information Technology Department at 5 p.m., May 5, 2006. The balance of the program copy should be e-mailed directly to the contracted printer **no later than May 4, 2006**. You will receive a copy for proofing and final revision as soon as it is available from the printer.

NOTE: School sites may exercise the option to design and print graduation programs in house.

Diploma Covers – In order to start the bidding process as early as possible for senior high school diploma covers, all schools needing diploma covers for 2005-06 graduating seniors must prepare the necessary e-Pro requisition **no later than February 28, 2006**.

The stock number and account code to be used for diploma covers are:

Stock No.	00000000000002064
Account Code	5562 00070 00 4301 1000 1110 01000 0000.

Be sure to fill in the school delivery location number. Use an estimated cost unit price of \$1.66.

If you have any questions, please contact Jan Kraklow, Office of the Assistant Superintendents at the Eugene Brucker Education Center, Room 2038, (619) 725-7237.

John DeVore
Assistant Superintendent

APPROVED:



Carl A. Cohn
Superintendent of Schools

JD:jlk

Attachment

Distribution: Lists B and F

