

SAN DIEGO CITY SCHOOLS

Date: February 2, 2006

To: Junior High and Middle Level School Principals

Subject: PROMOTIONAL CERTIFICATE MATERIALS

**Department and/or
Persons Concerned:** Principals and Secretaries

Due Date: April 7, 2006 – Orders for promotional certificates and certificate covers.

Reference: Administrative Procedure No. 5609

Action Requested: Submit attachment along with a copy of e-Pro Special Request requisition and a copy of the Stock Catalog requisition as appropriate to the Office of the Assistant Superintendents, Eugene Brucker Education Center, Room 2038, by April 7, 2006. Please return the attachment even if you are not placing an order to avoid follow-up phone calls.

Brief Explanation:

Principals of junior high and middle schools planning to distribute certificates of promotion are requested to complete the attached survey and prepare the appropriate requisitions as outlined below:

1. Promotional Certificates – Order due April 7, 2006

To order promotional certificates, complete the “Certificates of Promotion” survey form attached and prepare an e-Pro Special Request requisition. The Chartfield string is 5562-00070-00-4301-1000-1110-01000-0000. Please order extra certificates to allow for a margin of error. Approximate cost for certificates is \$35 for 100 or less and \$10 for each additional 100. In the comment text area, please include your site name and location number, school contact name, and telephone number. Submit the attached form along with a copy of your completed e-Pro Special Request requisition to Jan Kraklow, Eugene Brucker Education Center, Room 2038, by April 7, 2006.

Note: Student names are not printed on the certificates. Sites may design and produce certificates in house.

2. Promotional Certificate Covers – Order due April 7, 2006

Certificate covers are available at a cost of approximately \$6.20 per package of 25. To order, complete a Stock Catalog requisition (PS# 2073). Certificate covers are optional and are purchased at site expense.

John C. DeVore
Assistant Superintendent

APPROVED:

A handwritten signature in black ink, appearing to read "Carl A. Cohn", with a long, sweeping underline.

Carl A. Cohn
Superintendent of Schools

JCD:jlk

Attachment

Distribution: Lists B (without attachment) and E

SAN DIEGO CITY SCHOOLS
Office of the Superintendent

CERTIFICATES OF PROMOTION
Junior High and Middle Level Schools

School: _____ Principal: _____

Will your school be ordering certificates of promotion? Yes _____ No _____
Note: Certificates may be printed “in house.”

If not, be sure the information above is complete and return this form as is.

If so, please indicate the e-Pro number: _____. Submit a copy of the e-Pro with this form.

The description on the e-Pro Special Request requisition should read:

(Exact school name to be printed)
2006 Certificates of Promotion
(Exact date of promotion—**June 20 or July 21, 2006**—*last day of student attendance*)
1 Lot of (quantity) at \$35 for 100 and \$10 for each additional 100

What grade level students will be receiving the certificates? 8th _____ 9th _____

How many certificates will you be ordering? _____

Contact person at your site responsible for the certificates:

Name Telephone number and extension

List your school name exactly as it should appear on the certificates:

Is this a change from last year? Yes _____ No _____

Will the principal be **hand signing** the certificates? Yes ___ No ___

If “**no**”—please submit a sample of the principal’s signature in black ink on your school letterhead as it should be printed on the certificates and return with this form. **DO NOT USE A RUBBER STAMP.**

Return Attachment with sample of principal’s signature and copy of e-Pro by April 7, 2006 to:

**EUGENE BRUCKER EDUCATION CENTER
OFFICE OF THE ASSISTANT SUPERINTENDENTS, ROOM 2038
JAN KRAKLOW**