

SAN DIEGO CITY SCHOOLS

Date: February 2, 2006

To: Elementary, Middle Level and Senior High Principals

Subject: ELEMENTARY, MIDDLE LEVEL AND
SENIOR HIGH PROMOTION/GRADUATION EXERCISES

**Department and or/
Persons Concerned:** Elementary, Middle Level and Senior High Principals

Due Date: March 17, 2006

Reference: None

Action Requested: Return attached graduation/promotion exercise information.

Brief Explanation:

There is a need for schools to coordinate the timing of their end-of-year promotion/graduation activities so parents with children being promoted from schools at several levels do not have a conflict. Changes to the schedule outlined below must be worked out in advance with other cluster/feeder schools. Confirmation of that agreement must be made by initialing where indicated on the attachment when submitted.

Traditional Schedule

All promotion/graduation exercises for students on traditional schedules must be held on the last day of student attendance, **Tuesday, June 20, 2006**, according to the following time schedule:

- Junior High/Middle Schools at or after 7:30 a.m., to end no later than 10:30 a.m.*
- Elementary Schools at or after 11 a.m., to end no later than 12:30 p.m.
- Senior High Schools at or after 1 p.m.

* Schools on Late Start may adjust promotion schedule to accommodate start time. Please coordinate with your feeder elementary schools.

Single-Track Year-Round Schedule

Promotion exercises for schools on single-track year-round schedules must be held on the last day of student attendance, **Friday, July 21, 2006**.

Please return the attached form to Jan Kraklow, Eugene Brucker Education Center, Room 2038, by **March 17, 2006**. The form may be faxed to (619) 725-7235. If you have any questions, please call (619) 725-7237.

John DeVore
Assistant Superintendent

APPROVED:



Carl A. Cohn
Superintendent of Schools

JD:jlk

Attachment

Distribution: Lists B, D, E, and F

SAN DIEGO CITY SCHOOLS
Office of the Superintendent

**ELEMENTARY, MIDDLE & SENIOR HIGH
PROMOTION/GRADUATION EXERCISES**

Please return by March 17, 2006

Select from one of the following options:

A. _____ **No promotion exercises are planned.**

B. **Traditional Track Schools**

_____ Promotion/graduation exercises will be held on June 20, 2006

Time: from _____ to _____

Location of Ceremony: _____

(i.e., Kroc Middle School – Lunch Court)

C. **Single-Track Year-Round Schools**

_____ Promotion exercises will be held on July 21, 2006

Time: from _____ to _____

Location of Ceremony: _____

(i.e., Kroc Middle School – Lunch Court)

(School)

(Principal)

Note: If change from required time schedule, please initial to confirm agreement with cluster/feeder schools. _____

(Initial)

**Fax to (619)725-7235 or
Fold, staple, and return by March 17, 2006 to:**

**EUGENE BRUCKER EDUCATION CENTER
ROOM 2038
Att: JAN KRAKLOW**