

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: December 11, 2015
To: Elementary School Principals
Subject: ELEMENTARY PROMOTION EXERCISES
**Department and or/
Persons Concerned:** Elementary Principals
Due Date: March 25, 2016
Reference: None
Action Requested: Complete and return the attached 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.

- | | |
|--|---|
| <ul style="list-style-type: none">• Elementary Schools• K8/Middle Schools• Senior High Schools | <ul style="list-style-type: none">at or after 11 a.m., to end no later than 12:30 p.m.at or after 7:30 a.m., to end no later than 10:30 a.m.at or after 1 p.m. |
|--|---|

TRADITIONAL SCHEDULE

All promotion exercises for students on traditional schedules **must be held** on the last day of student attendance, **Tuesday, June 21, 2016**, according to the above time schedule.

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, **Thursday, July 21, 2016**

Please return the attached form to Lisa Sheldon, Eugene Brucker Education Center, Room 2007, by **March 25, 2016**. The form may be faxed to 619-260-0715. If you have any questions, please call 619-725-7139.

APPROVED:



Jim Solo
Executive Director, Leadership and Learning

JS:lgs

Attachment

Distribution: Lists B and D

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of Leadership and Learning

ELEMENTARY PROMOTION EXERCISES

School _____

Select from **one** of the following options:

A. _____ No promotion exercises are planned.

B. Traditional Track Schools

_____ Promotion exercises will be held on **Tuesday, June 21, 2016**

Time: from _____ to _____

Location of event: _____

(i.e., Adams Elementary School – Lunch Court)

C. Single-Track Year-Round Schools

_____ Promotion exercises will be held on **Thursday, July 21, 2016**

Time: from _____ to _____

Location of event: _____

(i.e., Baker Elementary School – Lunch Court)

Principal

Principal's Signature

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

(Initial)

**Fax to 619-260-0715 or
Fold, staple, and return by March 25, 2016 to:**

**EUGENE BRUCKER EDUCATION CENTER
ROOM 2007
ATTN: LISA SHELDON**