

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** September 20, 2017

**To:** High School Site Administrators and High School Registrars

**Subject:** PRINCIPAL'S CERTIFICATION OF GRADUATES

**Department and/or Persons Concerned:** All High School Administrators and High School Registrars

**Due Date:** Two weeks after each of the following graduations:  
Mid-Year, June, and Summer (by August 31<sup>st</sup>)

**Reference:** Administrative Procedure 4770

**Action Requested:** Submit Principal's Certification of Graduates at the end of each graduation: Mid-Year, June, and Summer

**Attachments:** Attachment 1: Principal's Certification of Graduates  
Attachment 2: Principal's Waiver of Graduation Requirements

**Brief Explanation:**

The *Principal's Certification of Graduates* (Attachment 1) must be completed and submitted to the Office of Secondary Schools, Education Center Room 2005, attention Veronica Ortega ([secondaryschools@sandi.net](mailto:secondaryschools@sandi.net)) within two weeks after each graduation (mid-year, June, and end of summer school). If your site has no graduates at mid-year or summer, a *Principal's Certification of Graduates* must still be submitted with an indication of "none."

A list of graduates must be included with each form, unless you have no graduates at mid-year and summer. These documents are used to certify that students have completed all district requirements to receive a high school diploma.

The list of graduates to be attached should include the following:

- **Mid-year:** only list students graduating during this term
  - **Due** two weeks after end of first semester: **February 9, 2018.**
- **June:** a current Grad Doc file that includes all graduates, non-grads, certificate of completion and pending students
  - **Due** two weeks after the end of the second semester: **June 27, 2018**
- **Summer:** a separate list of summer grads (only) and a current Grad Doc file that includes all graduates, non-graduates and certificate of completion
  - **Due: August 31, 2018.**

In certain circumstances, a district graduation requirement may be waived. The *Principals Certification of Graduates* lists those students for whom the principal has waived a specific graduation requirement and the rationale for such waiver.

State-mandated coursework as outlined in Education Code §51225.3(a)(1) may not be waived. Waivers to other requirements adopted by the governing board of the school district may be granted in specific cases with compelling circumstances. With the Area Superintendent's approval, the principal has the authority to grant waivers and makes a determination for each case. All such waivers must be documented on the *Principal's Waiver of Graduation Requirements* form (Attachment 2), one per student. This information must be filed in the student's permanent records folder at the school site, and the form must be retained at the school site.

SITE OPERATIONS CIRCULAR NO. 2014  
Office of Secondary Schools  
Page 2

For questions, please contact Veronica Ortega, Office of Secondary Schools at (619) 725-7284 or Franny Del-Carmen Aguilar, at (619) 725-7255.

APPROVED:



Cheryl Hibbeln  
Executive Director  
Office of Secondary Schools

Attachments (2)

