

ADMINISTRATIVE CIRCULAR NO. 1
Office of the Executive Director, Secondary Schools

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: July 6, 2017
To: Senior High School Principals
Subject: SENIOR HIGH SCHOOL COMMENCEMENT
EXERCISE LOCATION

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

Due Date: July 14, 2017

Reference: Administrative Procedure No. 5609

Action Requested: Complete and return attachment

Brief Explanation:

This circular provides information regarding the following preparations for senior high school graduation:

- A) Location and time of commencement exercise

For specific details on this process please review Administrative Procedure No. 4770.

A) Location and time of commencement exercise—on Attachment 1, please provide the time and location of your school's commencement exercise.

Complete and send Attachment (*Senior High School Commencement Exercise*) to Lisa Sheldon, Eugene Brucker Education Center, Room 2008 no later than July 14, 2017

If you have any questions, please contact Lisa Sheldon at 619.725.7139 or at lsheldo1@sandi.net.

APPROVED:



Cheryl Hibbeln
Executive Director, Office of Secondary Schools

CH:ls

Attachment

Distribution: B and F