

ADMINISTRATIVE CIRCULAR NO. 218
Office of Leadership and Learning

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 28, 2019

To: Senior High School Principals

Subject: SENIOR HIGH SCHOOL COMMENCEMENT
EXERCISE LOCATION

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

Due Date: Friday, October 11, 2019

Reference: Administrative Procedure No. 5609

Action Requested: Complete and return attachment

Attachment: Senior High School Commencement Exercise

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 the attachment (*Senior High School Commencement Exercise form*) to Veronica Ortega, Office of Leadership and Learning Operations Specialist at secondaryschools@sandi.net no later than **Friday, October 11, 2019** (*NOTE: Veronica will obtain Area Superintendent's approval signature*).

If you have any questions, please contact Veronica Ortega at 619.725.7284 or at vortega1@sandi.net.

APPROVED:



Genevieve Clark
Instructional Support Officer
Office of Leadership and Learning

GC:vo