

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: February 11, 2020
To: Elementary School Principals
Subject: ELEMENTARY PROMOTION EXERCISES
**Department and or/
Persons Concerned:** Elementary Principals
Due Date: March 13, 2020
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.**

- **Elementary Schools** at or after 11 a.m., to end no later than 12:30 p.m.
- **K8/Middle Schools** at or after 7:30 a.m., to end no later than 10:30 a.m.
- **Senior High Schools** at or after 1 p.m.

TRADITIONAL SCHEDULE

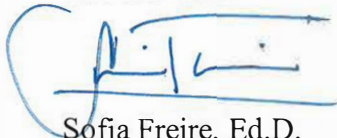
All promotion exercises for students on traditional schedules **must be held** on the last day of student attendance, **Tuesday, June 9, 2020**, according to the above time schedule.

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, **Tuesday, July 21, 2020**

Please return the attached form to Veronica Ortega, Eugene Brucker Education Center, Room 2008, or email: vortegal@sandi.net, by **March 13, 2020**. If you have any questions, please call 619-725-7284.

APPROVED:



Sofia Freire, Ed.D.
Chief, Leadership & Learning
Attachment