

ADMINISTRATIVE CIRCULAR NO. 218
Office of School Innovation and Integrated Youth Services

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 21, 2018

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 12, 2018

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*) to Veronica Ortega, Office of School Innovation Operations Specialist at secondaryschools@sandi.net no later than Friday, October 12, 2018.

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

APPROVED:



Cheryl Hibbeln
Executive Director
Office of School Innovation and Integrated Youth Services

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