

**ADMINISTRATIVE CIRCULAR NO. 81**

Office of Leadership & Learning

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** January 4, 2022

**To:** Senior High School Principals

**Subject:** SENIOR HIGH SCHOOL GRADUATION  
PREPARATIONS AND ORDERING  
PRINTED MATERIALS

**Department and/or  
Persons Concerned:** Principals, Secretaries, Registrars, and/or Site Techs

**Due Date:** February 25, 2022

**Action Requested:** Complete the [Class of 2022 HS Commencement Preparations for Programs & Diploma Covers](#)

**Brief Explanation:**

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

- A) The official school name as it is to appear on diplomas and certificates of completion
- B) The principal's signature preference on diplomas and certificates of completion
- C) Ordering diploma covers
- D) Ordering printed commencement programs
- E) Ordering diplomas and certificates of completion

Each high school is responsible for the cost of diploma covers (e-Pro item number 2064) and printing programs for commencement exercises.

Please follow this link to complete the required information needed to assist with commencement preparations: [Class of 2022 HS Commencement Preparations for Programs & Diploma Covers](#)

If your site will need Diploma Covers, please submit an e-Pro (catalog item) by February 25, 2022.

**If your site will print Commencement Programs,** - it is recommended that you utilize the District's Printing Services Please submit a Print Shop Request Form no later than mid-May. If the front cover of your school's program includes artwork, attach a camera-ready copy of the artwork. Please note that schools have the option of designing and printing their program in house. If the Print Shop is unable to fulfill your request, you can use the vendor we have used in the past (Crest Offset Printing Company).

For programs that will be printed by Crest Offset Printing Company, Rebecca Blackwood is your contact, and her e-mail address is [rebecca@crestoffsetprinting.com](mailto:rebecca@crestoffsetprinting.com). The staff member responsible for the commencement program at each site will contact Rebecca directly for all changes and corrections. This year's schedule is listed below.

- March 11, 2022: Cover copy is due to Crest (Crest will e-mail PDF proofs for final OK)
- April 8, 2022: Final proof of cover is due back to Crest
- April 8, 2022: Inside pages are due to Crest (e-mailed from each school site)
- May 6, 2022: Crest will receive all graduates' names from the ITSS Department (Crest will then email PDF proofs of complete programs to each school)
- May 13, 2022: Final proof of program is due back to Crest from each school site
- June 3, 2022: Crest will deliver all completed programs to the district Supply Center

Names for the class roll section of your program will be generated automatically from the graduation data(Grad Doc) by the Integrated Technology Support Services (ITSS) Department Wednesday, May 9, 2022. This data will be sent to each high school commencement coordinator and Crest, as needed.

To order diplomas and certificates of completion documents, please refer to Grad Doc and the Registrar Timeline for specific exact dates.

If you have any questions, please contact Veronica Ortega at 619.725.7248 or at [vortega1@sandi.net](mailto:vortega1@sandi.net).

APPROVED:



Nicole DeWitt  
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