

**SAN DIEGO UNIFIED SCHOOL DISTRICT**  
Office of School Innovation and Integrated Youth Services

2019 SENIOR HIGH COMMENCEMENT PROGRAM

**Complete and return form by February 28, 2019**

School: \_\_\_\_\_ Principal: \_\_\_\_\_

Please select () one of the following:

- Our school will not have commencement programs.
- Our school will print our commencement programs.
- Our school will have Printing Services print our commencement programs.
- Our school will be coordinating with Crest for our commencement programs.

The district has contracted with Crest Offset Printing Company to print commencement programs.

Name of person at your site in charge of commencement program:

\_\_\_\_\_

Title of person \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Please submit an e-Pro Special Request requisition if you will be coordinating with Crest for your programs, and complete the following:

- e-Pro Special Request requisition number \_\_\_\_\_
- Number of programs your site will need \_\_\_\_\_
- Number of students listed on your class roll \_\_\_\_\_  
(Names for the class roll section of your program will be generated automatically from the graduation data base by the IT Department at 5 p.m. on Monday, April 22, 2019. Changes after April 22<sup>nd</sup> will become part of the proofing process.)
- Number of printed pages your program will have (do not include the class roll or cover pages)  
\_\_\_\_\_
- Do you have artwork for the program cover?  Yes (attach artwork to e-Pro)  
 No

**Instructions for preparing an e-Pro Special Request requisition:**

- Use the following description:  
\_\_\_\_\_ 2019 Commencement Programs 1 Lot of \_\_\_\_\_ \$ \_\_\_\_\_  
(exact name of school) (quantity) (cost)

Refer to last year's expenditure as a guide to estimate this year's cost.

**Send to:**

**Eugene Brucker Education Center  
Room 2008**

**Attn: Veronica Ortega**

**Or email to: [vortegal@sandi.net](mailto:vortegal@sandi.net)**