

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Occupational Education

BULLETIN NO. 5
August 26, 1988

SUBJECT: CERTIFICATES AWARDED

- I. Completion of Certificate Program
- II. Certificates of Appreciation

This revision supersedes the bulletin of the same number issued on July 1, 1981. The content has been updated to reflect changes in Division organization, policy, or procedure.

I. COMPLETION OF CERTIFICATE PROGRAM

- A. A standard form has been designed which will be granted to all certificate recipients. This form will fit into the regular diploma case. A supply should be maintained by each school. The name of the certificate program, the school, name of principal, and date must be typed or printed on the forms by each school.
- B. Certificates should be ordered directly from the Reprographics Unit, 450 North Grand Avenue, Los Angeles 90012 (Central Administrative Offices location). Send the order on a requisition form to the Reprographics Unit. When the order is filled, the requisition will be forwarded by that unit to the Accounts Payable Section, Accounting and Disbursements Division, and charged to the school account.

II. CERTIFICATES OF APPRECIATION

- A. Teachers and administrators often find it educationally valuable to award certificates of merit or appreciation to members of the community and/or student body who have excelled in class work or in service to the school. Frequently, those in positions of authority are asked to attest to the act of excellence by affixing their signatures. Thus, caution in the composition of such documents is warranted.
- B. Principals are requested to exercise care by adhering to the following guidelines:
 - 1. Insure that the document looks professionally composed and printed.
 - 2. Insure that English phraseology is grammatically correct.
 - 3. Insure that foreign words and phrases are appropriate and correctly constructed.

For assistance, please telephone Tom Trotter, Supervisor, Adult Counseling and Guidance, at (213)625-6662.

APPROVED: JAMES A. FIGUEROA, Assistant Superintendent
Division of Adult and Occupational Education

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