

Promotion Sunday Process

Promotion Sunday Date: _____

Campus: _____

8 weeks before promotion Sunday

Week of: _____

- Choose date

3-4 weeks before Promotion Sunday

Week of: _____

- Put announcement in program
- Announce from stage
- Send letter to families (if not mentioned enough through Kindergarten Confidential and 6th grade cookout/transition event)
- Communicate Promotion Sunday logistics to CCC Kids volunteers
- Plan for extra help in transition rooms
- Plan for how to identify and fix issues stemming from kids being promoted when they shouldn't have or not being promoted when they should have

Week of Promotion Sunday

Week of: _____

- Promote kids in PDS
 - Use automated promotion under Administration>>Data Entry Helps>>Advance button
 - Manually move kids who won't be in kindergarten (not 5 by Sep 1) back to preschool
- Remind volunteers of Promotion Sunday logistics
- Confirm extra help in transition rooms
- Make new name tags if necessary
- Make new/more security tags if necessary

Weeks after Promotion Sunday

Week of: _____

- Update PDS with corrected information gathered on Sunday