**2019-2020 CYCLE CHANGE REQUESTS DEADLINES**

***As per David Armstrong, memo dated July 9, 2019:***

As in the past, it is essential that Regional Planning Teams follow an established protocol for SCWI contract changes for 2019-20. This is also a requirement of the contract letter with each RPT.

Contract Change Cycles align with the start of dual credit programs and the timelines for course code requests. The contract change process requires communication between board and college partners and careful tracking of student participant numbers and expenditures compared to approved funding. In order to maintain the focus on maximizing opportunities for students, we need to continue the focus on moving seats and reducing surpluses. RPTs have been using the contract change process very effectively. As a result, more students are participating in programs and more students are in courses in which they are interested. The SCWI team will continue to monitor the schedule in order to ensure that RPTs are achieving the goals of maximizing opportunities for students and reducing (or eliminating) RPTs’ surpluses.

| Cycle | **DUE TO ADRIANA** | DUE IN EDCS by RPTs (at 1:00pm) | Course Code Requests Due |
| --- | --- | --- | --- |
| 1 | ASAP or Thursday, August 22, 2019 | Tues. Aug 27, 2019 | Sep 13, 2019 |
| 2 | Wednesday, October 9, 2019 | Wed. Oct 16, 2019 | Nov 8, 2019 |
| 3 | Wednesday, November 20, 2019 | Wed. Nov 27, 2019 | Dec 12, 2019 |
| 4 | Wednesday, February 26, 2020 | Wed. Mar 4, 2020 | Mar 12, 2020 |
| 5 | Wednesday, April 15, 2020 | Wed. Apr 22, 2020 | May 8, 2020 |
| 6 | Wednesday, June 3, 2020 | Wed. Jun 10, 2020 | TBC |

\*dates taken from the EDU school year calendar template and may differ from board to board

* These contract change cycles have been scheduled to occur following both the day 10 count of numbers of students/course/program and the RPT conversations around what movement, if any, is possible.
* Please note that “enveloped funding” for adult dual credits may not be moved into “regular” funding streams and vice versa
* There is a risk if an RPT puts students into programs that have not yet been approved. It is possible that changes will not be approved, so securing approvals prior to the start of programs is critical. If, in rare cases, you need to make changes that do not align with the Contract Change Cycles, you must contact David Armstrong prior to the start of the program in order to get a tentative approval. Only changes between currently approved courses that are funding neutral and that are for the same target group for which the funding was originally approved can be made in this way. These changes will still need to be made in EDCS at the next contract change.