

**ELRPT Contract Change Dates**

**For the 2024-2025 School Year**

The chart below outlines the dates for the 6 Cycle Changes for the 2024-2025 school year as well as the first two Cycle Changes (1A and 1B) for the 2025-2026 school year.

Please complete the Contract Change Form for each request. School boards and colleges work together on this process to ensure that all needs/issues are addressed.

We are encouraged to adjust Actual numbers to reflect student enrolment. Removing surpluses allows SCWI to maximize student participation opportunities.

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| **Cycle** | **Deadline for Submissions to Stephen Hughes** | **Deadline for Submissions in EDCS by RPT (1:00 p.m.)** | **Notes** |
| Two | September 18, 2024 | September 25, 2024 | Final request for S1 dual credit course codes. |
| Three | December 4, 2024 | December 11, 2024 |  |
| Four | January 22, 2025 | January 29, 2025 | Final request for S2 dual credit course codes and new May/June dual credit course codes. |
| 1A (for 2025-2026) | February 7, 2025 | February 14, 2025 | Initial plans for the 2025-2026 school year. |
| Five | March 26, 2025 | April 2, 2025 | Address actual numbers for S2 courses and shift seats to spring 2024-2025 offerings. |
| Six | May 21, 2025 | May 28, 2025 | Final Cycle Change of the year. Confirm all financials. |
| 1B (for 2025-2026) | June 4, 2025 | June 11, 2025 | Cycle 1B is the your ‘best plan’ for the 2025-2026 school year. Work with Guidance teams to determine timetabling of 2025-2026 dual credit courses. |