Career Education Deans
Monthly Meeting Times and Reporting Due Dates

Color Key	Helpful Information
Perkins 1C	[Perkins Districtwide Resource Page](#)
Perkins Reserve	
Apprenticeship Related & Supplemental Instruction (RSI)	[Apprenticeship Program Management Page](#)
LOCAL Strong Workforce Program (SWP)	[Strong Workforce Districtwide Resource Page](#)
REGIONAL Strong Workforce Program (SWP)	
Work-Based Learning SG21 Coding	[Link to full reporting schedule](#)

2024-25
Reporting Dates by Month

MONTH	ACTIVITY	DATE
FALL 2024		
Aug. 2024	**Perkins 1C 2023-24 Final Report** - Campus Final Narratives due and Program Outcomes Due to CEWD Department	8/1/24
	Round 8: Fiscal and Programmatic (Year 1 Q4: January 1 – June 30, 2024) due in NOVA; confirm local controls via email to CEWD	8/9/24
	Regional SWP final ledger and invoice due to Sue via email; financials and narrative due in NOVA (January 2024- June 2024) ([see revised process here)](#)	8/15/24
	Perkins Reserve 4th Bi-Annual Expenditure (Year 2 – Q1 & Q2) and Progress Report Due in NOVA; invoices submitted to CCCCO grant lead by college	8/31/2024
Oct. 2024	TBD – no date set by CCCCO; Round 9 Project Plans due in NOVA	10/18/24
	Perkins 1C 2024-25 - Q1 Campus Narratives and Activity Reports Due to CEWD	10/1/24
	Submit projections of RSI hours by program, including number of unduplicated apprentices	10/1/24
	Confirm changes to 2023-24 Report (prior year)	10/15/24
	Credit Colleges to submit sections to CEWD for coding that were unable to be coded locally prior to enrollment	10/19/24
Nov. 2024	**Extended 23-24 Round 7 grants:** Fiscal and narrative reporting on grants that were extended through Sept. 30 due; final ledger and invoice due to Sue via email; financials and narrative due in NOVA	11/15
Dec. 2024	Credit colleges to code locally; due in Campus Solutions for Fall 2024 out of classroom WBL activities	12/16/24
	Confirm any changes to the 2024-25 P1 report (Summer & Fall 2024)	12/30/24
	Perkins Reserve Project Evaluation and Final Report Due	12/31/2024
SPRING 2025		

MONTH	ACTIVITY	DATE
Jan. 2025	**Perkins 1C 2024-25 - Q2** Campus Narratives and Activity Reports Due to CEWD	1/8/25
	SDCCE: Final MIS submission due (does not apply to credit colleges)	1/16/25
	SDCCE to complete all section level coding (does not apply to credit colleges)	1/25/25
Feb. 2025	**Round 8:** Fiscal Year 2 Q2: July 1, 2024 – December 31, 2024) due in NOVA	2/15/25
	Round 9: Fiscal (Year 1 Q2: July 1, 2024 – December 31, 2024) Due in NOVA	2/15/25
	Regional SWP final ledger and invoice due to Sue via email; financials and narrative due in NOVA (July 2024- Dec, 2024)	2/15/25
	Credit colleges: Final MIS submission due (does not apply to SDCCE)	2/25/25
March 2025	SDCCE to submit sections to Educational Services for coding that were unable to be coded locally prior to enrollment (does not apply to credit colleges)	3/29/25
	Confirm any changes to the 2024-25 P2 report (Spring 2025)	3/30/25
April 2025	**Perkins 1C 2024-25 - Q3** Campus Narratives and Activity Reports Due to CEWD	4/1/25
	Perkins 1C 2025-26 Application Campus specific student success metrics and contacts due to CEWD	4/1/25
	Credit colleges to submit sections to Educational Services for coding that were unable to be coded locally prior to enrollment (does not apply to SDCCE)	4/12/25
May 2025	**Perkins 1C 2025-26 Application** Campus Local Application Content due to CEWD	5/2/25

SUMMER 2025		
MONTH	**ACTIVITY**	**DATE**
June 2025	Credit colleges to complete student level coding	6/2/25
	SDCCE to complete all section level coding	6/7/25
July 2025	Credit colleges: Final MIS Submission Due (does not apply to SDCCE)	7/2/25
	SDCCE: Final MIS Submission Due (does not apply to credit colleges)	7/7/25
	Perkins 1C 2024-25 - Q4 Campus Narratives and Activity Reports Due to CEWD	7/15/25
Aug. 2025	**Perkins 1C 2024-25 Campus** Final Narratives due and Program Outcomes Due to CEWD Department	8/1/2025
	Round 8: Fiscal and Programmatic (Year 2 Q4/Final: January 1, 2025 – June 30, 2025) Due in NOVA; confirm local controls via email to CEWD	8/8/25
	Round 9: Fiscal and Programmatic (Year 1 Q4: January 1, 2025 – June 30, 2025) due in NOVA; confirm local controls via email to CEWD	8/8/25
	Regional SWP final ledger and invoice due to Sue via email; financials and narrative due in NOVA (January 2025- June 2025)	8/15/25

2024-25
Reporting Dates by Program

LOCAL - Strong Workforce Program Reporting		2024-25
MONTH	**ACTIVITY**	**DATE**
Aug. 2024	**Round 8:** Fiscal and Programmatic (Year 1 Q4: January 1, 2024 – June 30, 2024) due in NOVA; confirm local controls via email to CEWD	8/9/24
Oct. 2024	TBD – no date set by CCCCO; Round 9 Project Plans due in NOVA	10/18/24
Nov. 2024	**Round 7:** Fiscal and Programmatic (Year 2 Q4/Final: January 1, 2024 – June 30, 2024) Due in NOVA; confirm local controls via email to CEWD	11/8/24
Feb. 2025	**Round 8:** Fiscal Year 2 Q2: July 1, 2024 – December 31, 2024) due in NOVA	2/15/25
	Round 9: Fiscal (Year 1 Q2: July 1, 2024 – December 31, 2024) Due in NOVA	2/15/25
Aug. 2025	**Round 8:** Fiscal and Programmatic (Year 2 Q4/Final: January 1, 2025 – June 30, 2025) Due in NOVA; confirm local controls via email to CEWD	8/8/25
	Round 9: Fiscal and Programmatic (Year 1 Q4: January 1, 2025 – June 30, 2025) due in NOVA; confirm local controls via email to CEWD	8/8/25

REGIONAL Strong Workforce Program Reporting		2024-25
	ACTIVITY	**DATE**
Aug. 2024	Regional SWP final ledger and invoice due to Sue via email; financials and narrative due in NOVA (January 2024- June 2024) (see revised process here)	8/15/24
Nov. 2024	**Extended 23-24 Round 7 grants:** Fiscal and narrative reporting on grants that were extended through Sept. 30 due; final ledger and invoice due to Sue via email; financials and narrative due in NOVA	11/15
Feb. 2025	Regional SWP final ledger and invoice due to Sue via email; financials and narrative due in NOVA (July 2024- Dec, 2024)	2/15/25
Aug. 2025	Regional SWP final ledger and invoice due to Sue via email; financials and narrative due in NOVA (January 2025- June 2025)	8/15/25

Perkins 1C		2024-25
MONTH	**ACTIVITY**	**DATE**
Aug. 2024	**Perkins 1C 2023-24 Final Report** - Campus Final Narratives due and Program Outcomes Due to CEWD Department	8/1/24
Oct. 2024	**Perkins 1C 2024-25 - Q1** Campus Narratives and Activity Reports Due to CEWD	10/1/24
Jan. 2025	**Perkins 1C 2024-25 - Q2** Campus Narratives and Activity Reports Due to CEWD	1/8/25
April 2025	**Perkins 1C 2024-25 - Q3** Campus Narratives and Activity Reports Due to CEWD	4/1/25
	Perkins 1C 2025-26 Application Campus specific student success metrics and contacts due to CEWD	4/1/25
May 2025	**Perkins 1C 2025-26 Application** Campus Local Application Content due to CEWD	5/2/25
July 2025	**Perkins 1C 2024-25 -Q4** Campus Narratives and Activity Reports Due to CEWD	7/15/25

August 2025	**Perkins 1C 2024-25 Campus** Final Narratives due and Program Outcomes Due to CEWD Department	8/1/2025

Perkins Reserve (City, Mesa, Miramar only)		2024-25
MONTH	**ACTIVITY**	**DATE**
Aug. 2024	**Perkins Reserve** 4th Bi-Annual Expenditure (Year 2 – Q1 & Q2) and Progress Report Due in NOVA; invoices submitted to CCCCO grant lead by College	8/31/2024
Dec. 2024	**Perkins Reserve** Project Evaluation and Final Report Due	12/31/2024

Work-Based Learning (WBL) SG21 Coding (full schedule here)		2024-25	
MONTH	**ACTIVITY**	**Credit Colleges**	**SDCCE**
Oct. 2024	Credit Colleges to submit sections to CEWD for coding that were unable to be coded locally prior to enrollment	10/19/24	N/A
Dec. 2024	Credit colleges to code locally; due in Campus Solutions for Fall 2024 out of classroom WBL activities	12/16/24	1/25/25
Jan. 2025	SDCCE to complete all section level coding	N/A	1/25/25
	Final MIS submission due	1/16/25	2/25/25
April 2025	Colleges to submit sections to Educational Services for coding that were unable to be coded locally prior to enrollment	4/12/25	3/29/25
June 2025	SDCCE to complete all section level coding	N/A	6/7/25
	Date to ensure student level coding is complete	6/2/25	6/7/25
July 2025	Final MIS Submission Due	7/2/25	7/7/25

Apprenticeship Related & Supplemental Instruction (RSI)		2024-25
MONTH	**ACTIVITY**	**DATE**
Oct. 2024	Submit projections of RSI hours by program, including number of unduplicated apprentices	10/1/24
	Confirm changes to 2023-24 Report (prior year)	10/15/24
Dec. 2024	Confirm any changes to the 2024-25 P1 report (Summer & Fall 2024)	12/30/24
March 2025	Confirm any changes to the 2024-25 P2 report (Spring 2025)	3/30/25
Oct. 2025	Confirm any changes needed to the 2024-25 report (recalculation process)	10/15/25