



## PROGRAM SERVICES MEMORANDUM

TO: Elementary Principals & Vice-Principals  
All General Managers

FROM: Brett Reynolds, Associate Director of Education, Academic  
Kate Stoudt, Superintendent, Learning Support Services  
Reg Lavergne, Superintendent, Program Services  
James Proulx, Executive Officer of Technological Support Services  
Kat Magner, General Manager, Program Services  
Sandy Owens, General Manager, Business and Learning Technologies

DATE: re-issued September 8, 2025 (initially issued 2 June 2025)

RE: **Elementary Reporting Timelines 2025-2026 School Year/  
Adjusted Monday to Friday Calendar 2025-2026 School Year**

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**Action Principals: Please share with staff.**

### **1. Reporting Timelines 2025-2026**

The following outlines the key reporting timelines for the 2025-2026 school year:

	<b>A</b>	<b>B*</b>	<b>C</b>	<b>D**</b>
<b>Report Type</b>	<b>Term Dates</b>	<b>Teachers Submit Report Cards</b>	<b>Reporting Periods for Attendance (Days Absent/ Times Late)</b>	<b>Reports Sent to Parents (via School Messenger)</b>
<b>Progress Report Grades 1-8 and Initial Observation (Year 1 &amp; 2)</b>	Sep. 2 - Nov. 7	Nov. 7 - Nov. 12	Sep. 2 - Nov 7	Nov. 19
<b>Term 1 Report Card &amp; Kindergarten Communication of Learning (Year 1 &amp; 2)</b>	Sep. 2 - Jan. 30	Jan. 30 - Feb. 4	Sep. 2 - Jan. 30	Feb. 11
<b>Term 2 Report Card &amp; Kindergarten Communication of Learning (Year 1 &amp; 2)</b>	Feb. 2 - Jun. 26	Jun. 12 - Jun. 17	Feb. 2 - Jun. 26	Jun. 24

\*Note: As per the outcome of the Joint Committee (OCDSB/OCETF) on reporting in the spring of 2010, teachers submit report cards/ progress reports 5 to 8 working days prior to the date the reports are issued to students. Principals establish the date within this range that will apply to their staff.

\*\*Note: Where the student copy is sent home via School Messenger, only one copy of the report needs to be printed for the OSR. Please note that the word 'draft' will no longer appear on the report card as of the printing date.

## **2. Individual Education Plan (IEP):**

IEPs for students with existing plans from the previous year, or for those who have been IPRC'd, must be prepared and distributed to parents/caregivers and students (where appropriate) **within the first 30 days of school**. All parents/caregivers and students should receive their IEPs by **Tuesday, October 14, 2025**. It is crucial that parents/caregivers and students are actively involved in the review and development process, and their input is documented. The IEP consultation form must be sent home and reviewed by the educators responsible for implementing the IEP during its development.

### **IEP Timelines 2025 - 2026**

As per the Letter of Understanding in the collective agreement, Principals should notify teachers of initial IEP deadlines as early as possible in September for students requiring them at the start of the year.

The deadline for teachers to submit IEPs to the office should be **no earlier than 5-8 working days** before the Ministry-mandated distribution date to families.

It is understood that IEPs are dynamic documents that may need to be adjusted to meet changing student needs. The initial IEP submission deadlines do not apply to additional IEPs created during the year or those requiring adjustments.

<b>Teachers Submit IEP's to Principal</b>	<b>IEP's Shared with Parents</b>
Term 1: October 2 to 7, 2025	October 14, 2025
Term 2: January 19 to 23, 2026	February 11, 2026

## **3. Six-Week Rule for Progress Reports:**

The Ministry of Education has established a **six-week rule** for elementary schools to determine which school is responsible for generating a progress report card for newly admitted students.

Cut-off dates for the six-week learning period are based on the first date teachers submit report cards:

- **If a student joins your school on or before October 1**, your teaching staff is responsible for generating their progress report card.
- **If a student joins your school after October 1**, your school is *not* responsible for generating their progress report card (e.g., another school in the district or a

publicly funded school in Ontario would be responsible). In such cases, it is important to communicate with parents/families to ensure they are aware and not surprised if they do not receive a progress report card. Ongoing communication regarding learning progress is key.

#### **Specific Six-Week Rule Cut-off Dates:**

- **Term 1:** December 10, 2025
- **Term 2:** May 6, 2026

#### **Students Moving Between Two OCDSB Schools:**

When students transfer between two OCDSB schools during a given reporting period, they will always receive a report card/progress report/communication of learning. If a student has not attended either school for a total of six weeks, the two schools will collaborate to complete the report card. The school the student is currently attending will generate the report card with input and feedback from the prior school/teacher. Principals can contact a System Principal in Program Services if they require assistance.

#### **4. Adjusted Monday-to-Friday Calendar:**

All elementary schools will adopt an adjusted Monday-Friday calendar for the 2025-2026 school year. This adjustment addresses lost instructional time and teacher preparation time due to school holidays and Professional Activity Days occurring on Mondays and Fridays.

The **2025-2026 Adjusted Monday-to-Friday Calendar** can be accessed [here](#).

#### **5. \*NEW\* Elementary Key Timelines**

In an effort to consolidate key calendar information for elementary administrators, Program Services had consolidated [Key Elementary Timelines for 2025-2026](#) (see Tab 3), containing, but not limited to:

- Key Dates: PD / PA days, Report Card entries, etc.
- Starred Dates of Observance
- Holidays
- Superintendent Meeting Dates and System Leader Days

This tool does not replace the school/site-based public calendar to be maintained by each school, nor does it replace the comprehensive and task-specific calendars provided through Employee Services (e.g., Staffing Timelines) and Learning Support Services. Please note that this document may be periodically updated or revised, so copying or printing the document may result in inaccurate information. **Please do not post/share the timeline publicly.**

#### **Questions?**

Should you have any questions, please contact [Derek.Rhodenizer@ocdsb.ca](mailto:Derek.Rhodenizer@ocdsb.ca), [Lakesha.Yough@ocdsb.ca](mailto:Lakesha.Yough@ocdsb.ca), [Deb.Lyon@ocdsb.ca](mailto:Deb.Lyon@ocdsb.ca), or [Justin.Shulman@ocdsb.ca](mailto:Justin.Shulman@ocdsb.ca).

cc. Director's Executive Council  
Labour Relations  
Administrative Assistants  
Stephen Skoutajan, President OCETFO  
Chris Walsh, President SSP  
Jamieson Dyer, President Occasional Teachers, OCEOTA  
Corporate Records  
Communications