

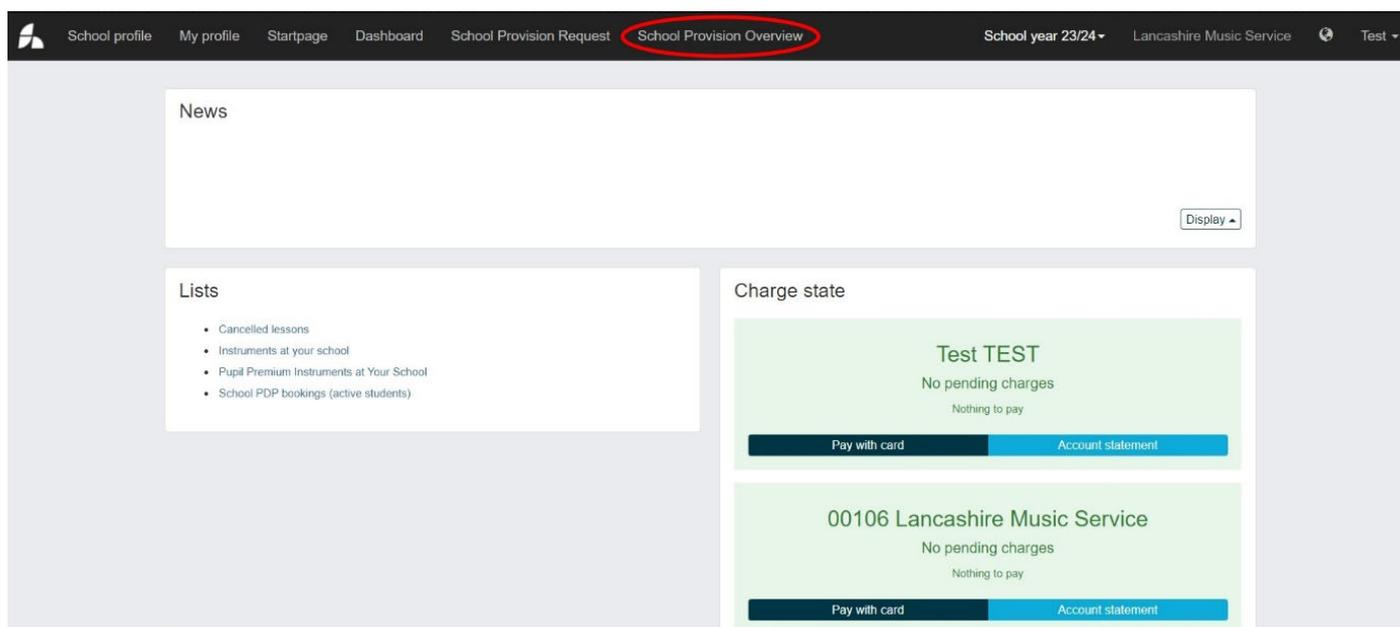
## How to continue your 24/25 SLA into 25/26

This guide will show you how to continue your current LMS 24/25 SLA provision over to the new 25/26 school year. Please be aware that this guide is only for the SLA's that you would like to remain exactly the same as this year, should you wish to request any changes you will need to submit a new request for tuition.

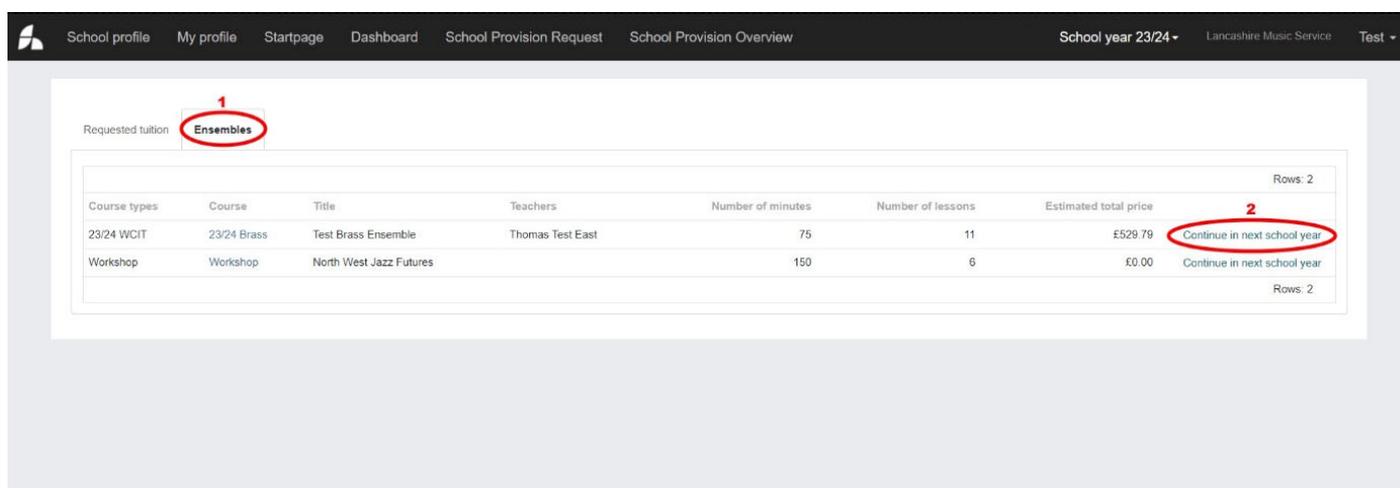


You must be logged in as a school contact to make a school provision request.

From your SpeedAdmin startpage click on **School Provision Overview**

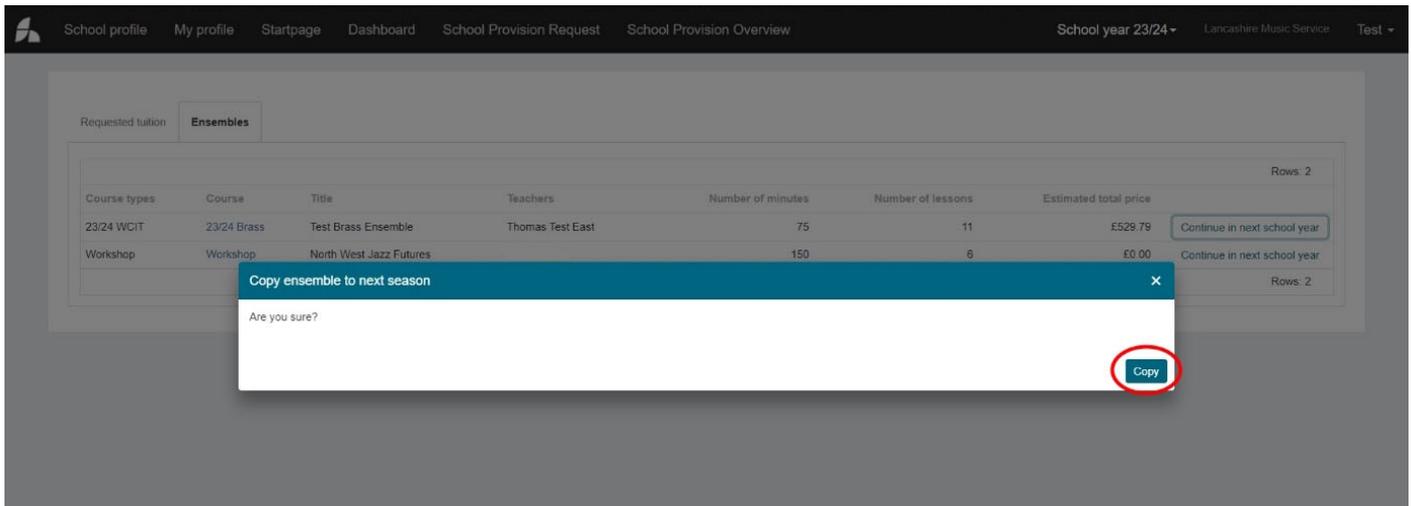


Next click on the **Ensembles** tab, here you will see a list of your current LMS SLA's, find the SLA you would like to carry over and click the **Continue in next school year**



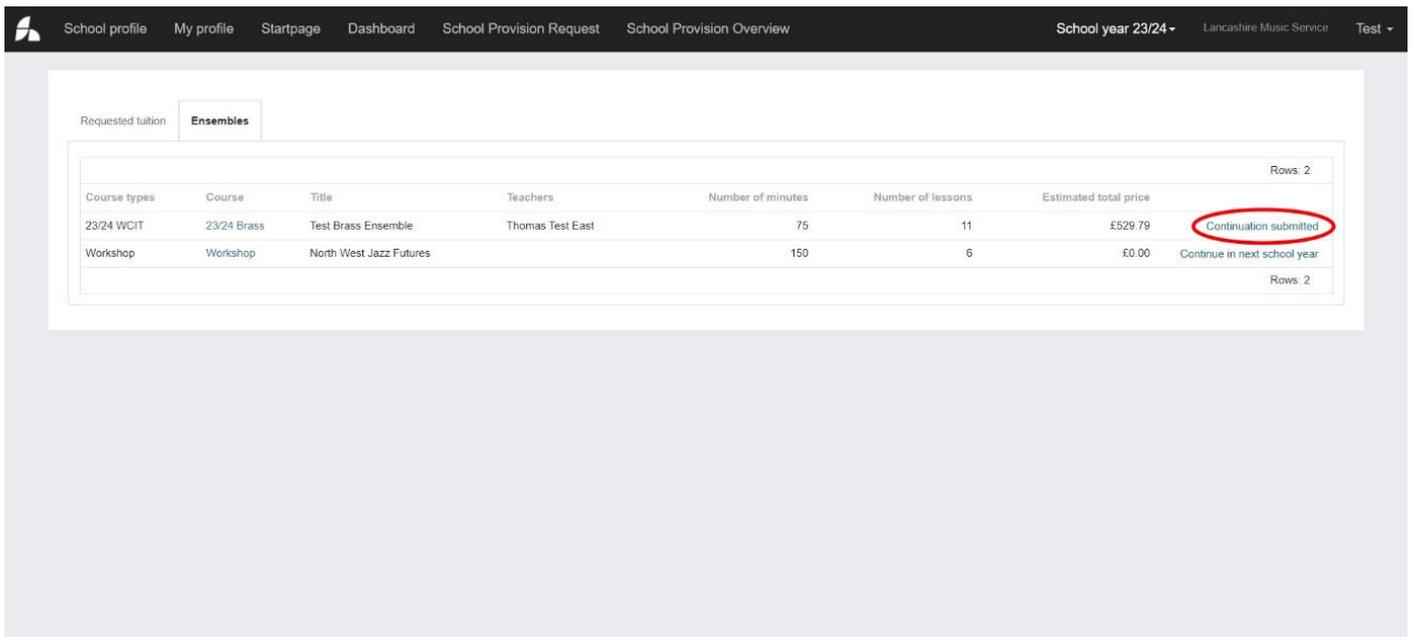
Course types	Course	Title	Teachers	Number of minutes	Number of lessons	Estimated total price	
23/24 WCIT	23/24 Brass	Test Brass Ensemble	Thomas Test East	75	11	£529.79	Continue in next school year
Workshop	Workshop	North West Jazz Futures		150	6	£0.00	Continue in next school year

You will then be asked to confirm your request, click **Copy**



The screenshot shows a web interface with a navigation bar at the top containing 'School profile', 'My profile', 'Startpage', 'Dashboard', 'School Provision Request', 'School Provision Overview', 'School year 23/24', 'Lancashire Music Service', and 'Test'. Below the navigation bar, there is a 'Requested tuition' section with a sub-tab 'Ensembles'. A table lists two items: '23/24 WCIT' (23/24 Brass, Test Brass Ensemble, Thomas Test East, 75 minutes, 11 lessons, £529.79) and 'Workshop' (Workshop, North West Jazz Futures, 150 minutes, 6 lessons, £0.00). Both items have a 'Continue in next school year' button. A modal dialog box is open in the foreground with the title 'Copy ensemble to next season' and the question 'Are you sure?'. A 'Copy' button is highlighted with a red circle.

You will see a green notification in the top right of your screen to confirm your request, the **Continue in next school year** text will change to **Continuation submitted**



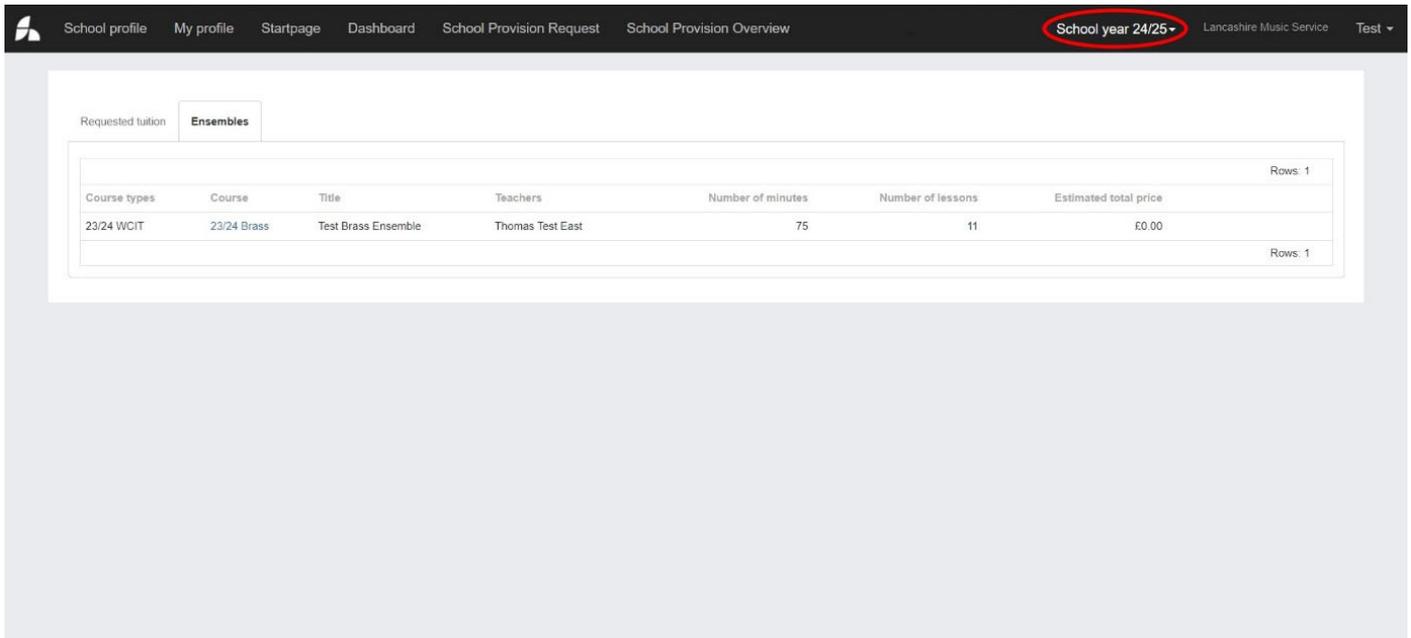
The screenshot shows the same web interface as above, but the 'Continue in next school year' button for the '23/24 WCIT' item is now 'Continuation submitted' and is circled in red. The 'Workshop' item still has the 'Continue in next school year' button.

## Monitoring Requests

If you would like to check it has copied you can do this by changing the School Year in the top right to **School Year 25/26**, here you will see a list of the SLA's you have requested for the new school year.



If you currently have multiple SLA's with LMS you will need to repeat this process for each SLA you wish to continue.



The screenshot shows the LMS interface with a navigation bar at the top. The 'School year 24/25' dropdown menu is highlighted with a red circle. Below the navigation bar, there is a 'Requested tuition' section with a tab for 'Ensembles'. A table displays the following data:

Course types	Course	Title	Teachers	Number of minutes	Number of lessons	Estimated total price	Rows: 1
23/24 WCIT	23/24 Brass	Test Brass Ensemble	Thomas Test East	75	11	£0.00	Rows: 1

## Changes to Provision

If you have a current SLA that you would like to cancel, please complete [this form](#) to inform us of the cancellation.

Should you wish to request any changes to your current SLA, you will need to inform us of an SLA cancellation and submit a new request for tuition.

If you would like to book some one-to-one assistance regarding your SLA please [click here](#) to book an appointment.