

SCHOOL EDUCATION PLANS AND ANNUAL REPORTS

Background

Planning and reporting processes at the school level are essential for focusing efforts to improve the quality of education provided to students.

Definitions

School Annual Results Report (SARR) – The SARR is an annual public report prepared by the school that summarizes performance results from the previous school year, including student achievement on local and provincial assessments, and results for other local and provincial assurance measures. It demonstrates accountability to the public and Alberta Education by showing progress towards education plan goals and identifying areas for improvement.

School Education Plan – The School Education Plan is the school's multi-year strategic document that outlines specific student learning priorities, measurable outcomes, strategies and budget allocations the school will use to support student success for the identified goals. The plan is tightly aligned with the Division's multi-year Education Plan and transforms it into focused, school-level actions and identifies how progress will be monitored and reported.

Procedures

1. All principals are required to prepare School Education Plans that are in alignment with the Division Education Plan.
2. Principals will develop a School Education Plan in consultation with school staff and School Councils.
 - 2.1 School Education Plans will identify school actions to accomplish the Goals of the Division Education Plan through school priorities.
3. School Education Plans are to be updated and posted to the schools' website as directed by the Superintendent.
4. Principals, in consultation with their staff, and School Councils shall prepare a School Annual Results Report (SARR) that informs the school community about the results of the school's Education Plan.
 - 4.1 SARRs are to be posted to the schools' website by November 30 of each year.
5. All plans and results reports must satisfy the provincial requirements.

Adopted/Revised/Reviewed: JUN 2016/NOV 2019/JUL 23/APR 2026

Reference: *Education Act* s. 32, 33, 52, 53, 55, 67, 197, 222
Sustainable Fiscal Planning and Reporting Act s. 10
Education Grants Regulation s. 2, 7
School Councils Regulation s. 12
Policy and Requirements for School Board Planning and Results Reporting
Guide to Education ECS to Grade 12
Funding Manual for School Authorities s. B, L
Board Policy 11 – Board Delegation of Authority
Board Policy 12 – role of the Superintendent
Board Policy 20 – Sit-Based Decision Making
Administrative Procedure 100 – Education Planning
Administrative Procedure 110 – School Councils
Administrative Procedure 150 – Division Communications