

## **100 - EDUCATION PLANNING AND RESULTS REPORTING**

### **Background**

The Division is responsible and accountable to the Minister of Education, the parents and the public for the student results achieved within the Division and believes that annual planning for goal achievement and reporting of results achieved is central to good governance.

### **Procedures**

1. Division education plans and results reports are public documents approved by the board, specify student learning priorities, guide decision making and budgeting, meet provincial requirements and local needs, and improve the education system. These education plans and results reports are accountability documents for a results-focused education system.
2. The education plan identifies the results that the Division expects to achieve for goals set by Alberta Education and goals set by the Division. The education plan also outlines the actions that the Division will carry out, the measures that the Division will use to assess progress and achievement, and in some cases the target result established for the Division.
3. The annual education results report is a brief, concise document that highlights progress, accomplishments and results achieved in the past year as a result of implementing the jurisdiction education plan.
4. School education plans and reports are also public documents prepared at the school with input from school councils and school staff. School plans and results reports include items mandated by Alberta Education and the Board in addition to goals set at the local school.
5. The format for school education plans and results reports will be a school choice. However, mandated categories are found in the Leadership Manual.
6. The Division will determine when new survey data is required for measuring results and will only report using the most current data. Surveying will be done at least once every three years.
7. Minimum requirements for Division and school plans and results reports are outlined by Alberta Education in relevant publications. The Board may identify further priorities that shall be addressed in school plans and results reports.
8. Target results set by the Board will be used for Division education plans and results reports. These three-year targets will also be mandated for school plans and results

reports and will be assumed in all school plans and results reports. It is recognized that individual schools may set yearly targets above or below Division targets with the intent of gradually attaining Division expectations.

9. The following dates apply to the completion of Division and school education plans and results reports. It should be noted that from time to time and due to circumstances, Alberta Education may change the timelines for completion of education plans and reports.

**Division Education Plans and Results Reports**

- April 30 – Division Education Plan
- August Board Meeting – annual re-focusing and setting of yearly priorities
- November 30 – Division Results Report

**School Education Plans and Results Reports**

- April 30 – schools submit preliminary Education Plan and budget for next school year
- May 30 – schools submit preliminary Results Report outlining success in attainment of results
- October 15 – schools results reports are finalized with current student achievement results
- October 30 – school education plans are finalized using current budget information from September 30 count

10. School education plans and results reports will be presented at meetings scheduled with the board and central office administration. Suggestions and directives will be shared with appropriate principals.

11. School Principals will prepare a summary of school results highlighting areas of concern and connection to the school education plan and shared with their Education Team advisor for review.

Reference: Section 60, School Act  
School Authority Accountability policy 2.1.1  
Guide to School Board Planning and Reporting  
Accountability in Education – Policy Framework, June 1995  
Cross Reference: Administrative Procedure 110 – School Councils