



**DATE:** January 25, 2023  
**TO:** Board of Trustees  
**FROM:** Shawna Warren, Superintendent  
**ORIGINATOR:** Jonathan Konrad, Deputy Superintendent, Education Services  
**GOVERNANCE POLICY:** [Policy 225 – Board Responsibility and Conduct](#)  
[Policy 700 – Superintendent of Schools](#)  
**ADDITIONAL REFERENCE:** Assurance Domain – [Governance](#)  
**SUBJECT:** Administrative Procedure 243 – School Education Plans and Annual Results Report

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**PURPOSE:**

For information.

**BACKGROUND:**

To support the required reporting by Alberta Education, Administration has created a new Administrative Procedure 243 – School Education Plans and Annual Results Report.

Administration is prepared to respond to questions at the January 25, 2023, Public Board meeting.

**ATTACHMENT(S):**

1. Administrative Procedure 243 – School Education Plans and Annual Results Report

# AP243- School Education Plans and Annual Results Report

## Background

All principals are required to prepare annual school education plans that are in alignment with the Division's Three-Year Education Plan.

## Procedures

1. All school plans and results reports must meet provincial and Division requirements.
2. School plans, results reports, and budgets must be prepared by the principal in collaboration with staff, school council, and, where appropriate, students.
3. School plans and results reports, aligned with the Division Three-Year Education Plan, are to be submitted to the Superintendent and posted on the school website by November 30 of each year.
4. School plans and results reports will be shared in the fall with the school council. This annual report will include a five-year trend analysis of Provincial Achievement Tests and Diploma Examinations.
5. The Superintendent will ensure that each principal presents the school plan and results report to the Board annually.
6. The Superintendent will ensure that each principal has an opportunity to present their school plan and results report annually to a group of their peers to promote growth within the Division.

## References:

Education Act- Sections 18, 33, 51, 53, 55, 66, 67, 222

Guide to Education

School Councils Regulation