



**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 241 – Annual Education Results Report

---

**PURPOSE:**

For information.

**BACKGROUND:**

To support the required reporting by Alberta Education of School Divisions, Administration has created a new Administrative Procedure 241 – Annual Education Results Report.

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

**ATTACHMENT(S):**

1. Administrative Procedure 241 – Annual Education Results Report

## AP241: Annual Education Results Report

### Background

Sturgeon Public School Division is required by Alberta Education to prepare an Annual Education Results Report (AERR). As part of a continuous improvement cycle school divisions are expected to assess and interpret the results arising from implementing the Three-Year Education Plan and report on the progress toward achieving identified outcomes. School divisions must also report on their performance and the actions taken to meet their responsibilities in key assurance domains. The Division acknowledges its duty to maintain communication and accountability by making an Annual Results Report available and accessible to its stakeholders.

### Procedure

1. The Superintendent will develop an Annual Results Report (AERR) in accordance with Alberta Education requirements.
  - a. The Superintendent shall present the draft AERR for Board approval by November 30 of the school year.
  - b. Ensure that the Board approved AERR is submitted to Alberta Education in a form and at a time that meets requirements.
2. The AERR will contain information regarding progress toward meeting the goals and objectives established by the Division in the Three-Year Education Plan.
3. The AERR will contain the results on mandatory and optional measures gathered throughout the year as on-going reviews, evaluations, surveys, planning sessions and professional development activities.
4. The format for reporting measures shall be determined by the Superintendent.
5. The Annual Results Report shall be posted on the Division's website.
6. Results shall not be used to rank schools, staff, or programs.

### References:

Education Act: Section 33

Government Accountability Act: Section 16

Alberta Education Business Plan

Guide to Education: Requirements for School Authority Planning and Results Reporting