

Administrative Procedure 100

SCHOOL DIVISION THREE YEAR EDUCATION PLAN and ANNUAL EDUCATION RESULTS REPORT

Background

The Board of Trustees believes planning for continuous improvement and reporting to the public on results achieved are integral parts of the overall *Performance Management Cycle* to improve the quality and effectiveness of education programs and to improve student learning and achievement. The highest priority of the K-12 education system is the success of every child in school.

School divisions are required, pursuant to the *Government Accountability Act* and the *School Act*, to develop Three Year Education Plans (3 YEP) and Annual Education Results Reports (AERR) as outlined in *Policy and Requirements for School Board Education Planning and Results Reporting* available at www.education.alberta.ca/admin/resources/planning.aspx. Alignment of Ministry, school board and school documents effectively and efficiently focuses on meeting the education needs of all students.

The Division shall develop and maintain a Three Year Education Plan that is revised annually in a rolling-forward process, and an Annual Education Results Report.

Procedures

1. The Superintendent is responsible for defining and scheduling processes for collaboratively developing the school authority's education plan and for reporting on results achieved in accordance with *Policy and Requirements for School Board Planning and Results Reporting* available at www.education.alberta.ca/admin/resources/planning.aspx
2. A draft Education Plan, informed by the Accountability Pillar Report and the pre-populated template posted to the Extranet in May shall be approved by the Board of Trustees and in place prior to the start of a school year.
3. A combined, single document with the final Three Year Education Plan (3YEP) and Annual Education Results Report (AERR) based on the October release of the Provincial Achievement Test and Diploma Examinations results, as well as any budget updates, must be approved by the Board of Trustees, posted to the Division's website, and submitted via email to Alberta Education by November 30. A pre-populated template with required measures for the combined report is posted in October to the Extranet.

Reference: *School Act*, Accountability of board s. 78
Government Accountability Act, Accountable organization s. 16
Alberta Regulation 120/2008, *Government Organization Act*, Education Grants Regulation, General authority to make grants (2) and Conditions on which grants are made (7)
Alberta Regulation 113/2007, School Councils Regulation, Responsibilities of board 13 (1 and 2)
Policy and Requirements for School Board Planning and Results Reporting available at www.education.alberta.ca/admin/resources/planning.aspx
Bulletins: School Authority Planning and Reporting Reference Guide; and Accountability Pillar of the Renewed Funding Framework: Fact Sheet (see website noted above for links)