

SCHOOL THREE YEAR EDUCATION PLAN AND ANNUAL EDUCATION RESULTS REPORT

Background

Planning for continuous improvement and reporting on results achieved are integral parts of the *Performance Management Cycle* to improve student learning and achievement. The principal shall develop, maintain, and annually revise the school's Three Year Education Plan and Annual Education Results Report pursuant to the *Government Accountability Act* and the *School Act*.

Procedures

1. The principal is responsible for defining and scheduling engagement processes for collaboratively developing, with staff, School Council, and students where appropriate, the school's education plan and for reporting on results achieved in accordance with *Policy and Requirements for School Board Planning and Results Reporting* (specifically the section on school planning and reporting) available at <http://www.education.alberta.ca/admin/resources/planning.aspx>
2. A draft Education Plan, informed by the most recent results of the Accountability Pillar Report and the pre-populated template posted to the Extranet in May shall be 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 previous year's Provincial Achievement Test and Diploma Examination results must be submitted to the Superintendent, posted to the school and/or division's website by November 30. A pre populated template with required measures for the combined report is posted in October to the Extranet.

References:

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 at

<http://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 above for links)

Components of School Education Plan and Annual Results Report - Appendix 101 -A

See *Policy and Requirements for School Board Planning and Results Reporting* at <http://education.alberta.ca/admin/resources/planning.aspx> (02/2010) and check annually for changes.

Components	Required	Optional
Message from Principal		Yes
Accountability Statement –see <i>Policy and Requirements</i>	Yes	
Accountability Pillar Summary (in color)	Yes	
Foundation Statements – vision, mission, values		Yes
Division Logo (may add school logo)	Yes	
Profile of School		Yes
Trends and Issues and Future Challenges		Yes
Summary of Accomplishments – impact of major activities		Yes
Provincial goals, related outcomes, performance measures, targets and strategies. (<i>see details in Policy and Requirements</i>)	Yes	
School Council involvement- indicate ways school met obligations under S. 13 of AB Regulation 113/2007	Yes	
Communication – post to school’s website and/or link to jurisdictional website. Send copy or email notice to Superintendent by November 30	Yes	
Contextual Information to explain strategies and targets		Yes
Budget Summary – school’s budget, revenue and expenditure summary and school generated funds. Include charts, tables to summarize. Note any major changes or shifts e.g. addressing results, enrolment changes	Yes	
Facility and Capital – brief description of school renewal, construction or improvement projects underway or planned	Yes	

The Performance Management Cycle:

- Align with provincial goals, outcomes and performance measures
- Incorporate community input
- Prepare budgets that allocate or re-direct resources to achieve goals and improve results
- Implement strategies to maintain or improve student learning and achievement
- Monitor implementation and adjust efforts as needed
- Measure, analyze and report results
- Use results to identify areas for improvement and to develop strategies and

targets for the next plan, i.e., evidence-based decision making

- Communicate with stakeholders (staff, students, parents or guardians, school council, the public and the Board about school authority plans and results

