

Administrative Procedures Manual	Administrative Procedure 102
	School Annual Education Plans and Results Reports
Page 1 of 1	APPROVED: September 1, 2013 AMENDED/REVIEWED: September 2019
LEGAL REFERENCE:	Section 18, 52, 53, 55, 66, 67, 222 Education Act Fiscal Planning and Transparency Act Guide to Education ECS to Grade 12 Policy and Requirements for School Board Planning and Reporting School Authority Planning and Reporting Reference Guide

Background

Continuous improvement is expected of all schools. Planning and reporting processes at the school level are essential for focusing efforts to improve the quality of education provided to students.

Procedures

1. All plans and results reports must satisfy provincial requirements.
2. School plans must align with the goals and priorities of the Division and may also reflect local concerns.
3. School plans, results reports and budgets must be prepared by the Principal in consultation with the school community: staff, School Council, and, where appropriate, students.
4. The School plans and results reports are to be submitted in written form to the designated district executive by October 31 of each year.