


### 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 the requirements outlined in the School Authority Accountability Policy and the section on School Annual Education Plans and Results Reports in the Guide to Education Planning and Results Reporting.
2. School plans must also align with the goals and priorities of the Division.
3. School plans, results reports, and budgets must be prepared by the principal in collaboration with staff, school council, and, where appropriate, students.
4. School plans aligned with the Division plan are to be updated and submitted in written form to the Superintendent by October 30 of each year.
5. School results reports based on the school's plan are to be submitted in written form to the Superintendent by October 30 of each year.

<b>Reference:</b> Education Act, SA 2012, c E-0.3, Section 33, 67 School Councils Regulation, AR 94/2019, Section 12(1) Education Grants Regulation, AR 120/2008, Section 7 Alberta Education: Guide to Education ECS to Grade 12 Alberta Education: Accountability in Alberta's K to 12 Education System	<b>Approved:</b> 
	<b>Date Approved:</b> September 2012
	<b>Reviewed or Revised:</b> June 2023

*Note: References shall be updated as required and do not require additional approval*