

ALLOCATION FORMULA

1. The allocation for Base Instruction in **outreach programs** is calculated using the Allocation Formulas for **funded students** in grades 6 to 9 and CEU funding for **funded students** in grades 10 to 12 as described in section 1.2 of this manual.
2. A **school jurisdiction** will receive outreach base funding for each Alberta Learning approved **outreach program** to offset some of the higher costs associated with running an **outreach program**.

ALLOCATION CRITERIA

1. The Allocation Criteria and Procedures, Documentation and Reporting requirements outlined in section 1.2 also apply for this section.

PROCEDURES, DOCUMENTATION AND REPORTING

- Updated/
Revised** 1. Applications for approval to begin new **outreach programs** should be submitted by March 31 to your Zone Services Branch Director using form 04AL1.3.
2. Where an **outreach program** ceases to operate, the **board** must immediately notify the respective Zone Services Branch Director. Where the **outreach program** is operating as a **school** and the **school** is closing, the **board** must notify the **Minister** of the **school** closure as per the *Closure of Schools Regulation AR 238/97*, as amended.

ADDITIONAL INFORMATION

1. Students in an **outreach program** may also complete courses in other programs or **schools**.
- Updated/
New** 2. The *Outreach Programs Handbook* provides assistance in developing an outreach application.

REFERENCES

Outreach Program Policy 1.1.4

Standards for Special Education

Guide to Education: ECS to Grade 12, 2004

Alberta Learning Programs of Study

**Updated/
New** *Outreach Programs Handbook*

