

Application for Alberta Education Accreditation of Out-of-Province Schools

DATE: _____

Note:

When completing this application, if certain items are not yet implemented, describe the school's plans for implementation including anticipated date for completion. Clearly indicate this by stating, "It is planned..."

OUT-OF-PROVINCE SCHOOL GENERAL INFORMATION

School name:												
Address:												
Phone:			Fax:				E-Mail Address:					
							Web site:					
Name and Address of local, provincial/state and/or federal government(s) that hold authority over the school.												
Principal's Name:												
Principal's E-mail Address:												
The school has been in existence and in continuous operation since (month/year) _____												
Total Student Enrolment:			Percentage of all students that are:				Percentage of students in Alberta Accredited Program that are:					
			National _____%				National _____%					
			International _____%				International _____%					
Grade of Students	1	2	3	4	5	6	7	8	9	10	11	12
School Student Enrolment												
Projected Student Enrolment in Alberta Accredited Program												
Number of Alberta or Canadian Certificated Teachers for the Alberta Accredited Program: _____												
Number of full-time teachers: _____												
Number of part-time teachers: _____												

Government Relations

Which level(s) of government(s) have authority over the school's educational programs, teacher certification, facilities, etc? List appropriate names, titles and contact information. Describe the authority held by each level of government listed.

School History

Describe the school's history and its future plans.

Facilities

Please describe the school's facilities and attach photographs.

Please attach documentation that proves alignment with all applicable public health, safety and building standards requirements, in accordance with local laws and standards.

Educational Goals

Describe the school's philosophy for educating students.

School Authority

(i.e., the Society, Corporation or other entity that owns and operates the school)

Describe the school authority structure (include an organization chart). What role does the school authority exercise in governance issues (e.g., policy development, staff employment, financial allocations, daily school operation, etc.)?

School Administration

Describe the school's administrative structure (e.g., the roles and responsibilities and authority of the school's principal, vice principal(s), head teachers, etc.).

To whom will the Alberta program administrator report?

What level of authority will be delegated to the program administrator of the Alberta Accredited Program (e.g. programming, staffing)?

Finances

Does the school submit monthly financial reports and yearly financial statements to the school authority?

Yes No

Are the school's accounts audited by a company not connected with the school or school authority?

Yes No

Provide a statement from the school's auditing firm and/or other outside financial institution, which verifies that the school has been, and is, in a sound financial position.

Accreditation

With which governments and organizations is the school presently accredited?

What type(s) of graduation certificate(s) do the school's graduating students presently receive?

Briefly explain why you are seeking Alberta accreditation for the school.

Has documented evidence of approval by local government to enter into a contract with Alberta Education to offer an Alberta accredited program been attached to the application?

Yes

No

Note: Alberta Education will not enter into individual contracts with schools until they provide evidence of approval by local governments.

Curriculum

What percentage of the school's current curriculum is presently taught in English? _____

What subjects/courses are currently taught in English?

Does the school provide English as a Second Language (ESL) instruction? If so, please describe the school's ESL program.

State instructional time: _____ hours/day _____ days/year

Describe how the school intends to provide preliminary English instruction and to ensure students' English proficiency level is sufficient to successfully enter and complete the Alberta accredited program.

Describe how the school intends to provide the necessary learning resources and facilities (e.g., science laboratory) to accommodate the variety of teaching strategies/learning activities required to meet the learning outcomes of the Alberta curriculum.

Curriculum (cont'd)

Describe how the school intends to provide the computer technology (hardware and software) and Internet connectivity required to meet the learning outcomes of the Alberta curriculum, and to ensure efficient electronic transfer and printing of such items as student and teacher registration data and high school courses and marks.

Explain how provincial examination security will be maintained.

Transition Plans

Review the Operational Manual, Appendix 3, which details requirements for Alberta accreditation. Attach a written summary that describes how the school plans to meet each of the requirements listed.

Verification

I have read the enclosed summary of requirements for Alberta Accreditation of schools, as well as the procedural steps, associated costs and electronic transfer requirements (Appendices). I believe that the school named in this application could meet the accreditation criteria established by Alberta Education, as stated in these appendices, within six months of receiving Preliminary Status.

I believe that written approval of the school's application to request Alberta accreditation can be obtained from appropriate local government officials, and a Memorandum of Understanding to that effect could be signed between appropriate governments.

The responses provided on this application provide a true reflection and accurate information of our school.

Principal's signature

School Authority's Signature *

Principal's Name (Please Print)

School Authority's Name and Position
(Please Print)

Signature of Official Representing the Alberta Government (if any)

Official's Name (Please Print)

Date: _____

* Person who has legal authority to sign on behalf of the Society, Corporation or other entity that owns and operates the school.

Please return completed Application with the application fee of \$3500 made payable to the Minister of Finance to:

Alberta Education

Learning Supports

Executive Director, Field Services

9th Floor, 44 Capital Boulevard

10044-108 Street N.W.

Edmonton, Alberta T5J 5E6

Canada