

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; e.g., clearly indicate this by stating, “It is planned ...”

OUT-OF-PROVINCE SCHOOL GENERAL INFORMATION

| | | | | | | | | | | | | |
|---|---|---|---|--|---|---|---|--|---|----|----|----|
| School Name: | | | | | | | | | | | | |
| Address: | | | | | | | | | | | | |
| Telephone Number: | | | | Fax Number: | | | | E-mail Address: | | | | |
| | | | | | | | | Website: | | | | |
| 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 Enrollment: | | | | Percentage of all students that are: National _____% International _____%. | | | | Percentage of students in Alberta accredited program that are: National _____% International _____%. | | | | |
| Grade of Students | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| School Student Enrollment | | | | | | | | | | | | |
| Projected Alberta Program Enrollment | | | | | | | | | | | | |
| 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. Provide a letter from this authority to indicate approval of this school working with the Government of Alberta toward Alberta accreditation.

School History

Describe the school's history and its future plans.

Facilities

Describe the school's facilities and attach photographs.

The school must warrant that it meets and shall continue to meet all applicable health, safety and building 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)?

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).

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 that 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 Alberta accreditation for the school is being pursued.

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.

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.

State total instructional time available to a student in the school: _____ hours/day _____ days/year

What time does the day generally start and what time does it generally end?

What month does school generally start and what month does it generally end?

Is school held Monday through Friday?

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 (continued)

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

Describe the plans that the existing school has to transition from its country's system of education to Alberta's system of education. Review Appendix 2 of this Operational Handbook. Attach a written summary that describes how the school plans to meet each of the requirements listed in Appendix 2.

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 2 to 9 in this Operational Handbook). 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 Accreditation Status.

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 (Canadian) in the form of a certified cheque or money order made payable to the Minister of Finance to:

Alberta Education
Learning Supports and Information Management Division
Executive Director, Program Delivery Sector
8th Floor, 44 Capital Boulevard
10044 – 108 Street NW
Edmonton, Alberta T5J 5E6
Canada