



Accredited Funded Private School

Notice of Intent to Operate for 2008/2009 School Year

Section A - Administrative Information

Authority

Status:

Name:

Zone:

Incorporation Certificate Number:

(Note: If you receive funding from Alberta Education, your registration under the Societies Act or Companies Act must be current.)

Mailing Address:

Delivery Address for Courier: (if different from mailing address)

Form fields for mailing address including a municipality dropdown menu.

Form fields for delivery address including a municipality dropdown menu.

(N.B. Emails to this address from Alberta Education will be sent to the person/President/Operator, Treasurer and Principal)

Role: Chairperson/President/Operator:

Effective start date (yyyy/mm/dd):

Salutation: Mr.

Phone#:

Title:

Treasurer:

Effective start date (yyyy/mm/dd):

Salutation: Mr.

Phone#:

Given Name: Last Name:

Email:

Title:

Address:

Form fields for treasurer address including a municipality dropdown menu.

Postal Code:

Data Coordinator (Responsible for electronic student record submissions)

Salutation:

Given Name: Last Name:

Title:

Phone#:

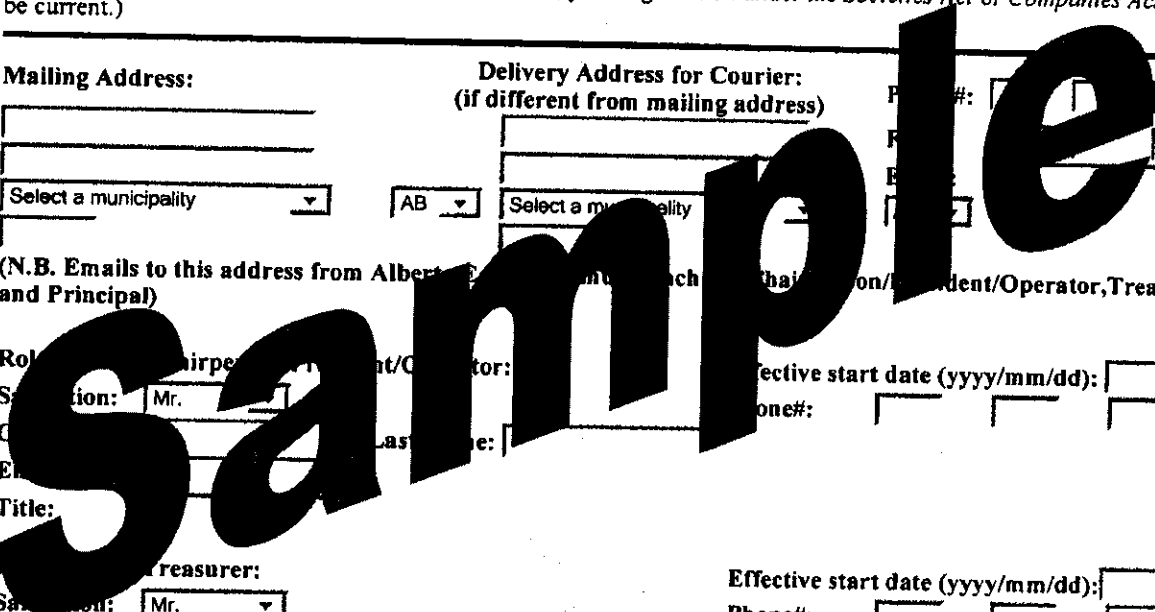
Email:

Summer Contact (Must be able to act on behalf of the Authority/Society/Company during the summer months):

Salutation: Mr.

Name: Phone:

Email#: (if different from school's email)



Section B - School Facility Information

Authority
School

Zone:
Status:

Mailing Address:

Delivery Address for Courier:
(if different from mailing address)

 Select a municipality

 Select a municipality

Principal

Teacher Certificate Number

Salutation:

Given Name:

Title:

Phone:

Fac:

E:

If the school is in a Public/Separate School Building, you do not need to report the dates of the reports).

School Building Private Building

Year of the most recent Fire Report:

Year of the most recent Health Inspection Report:

(Note: Fire and Health inspections must be updated at least every three years.)

Name of Insurance Agency for Authority: _____

Does the authority/society/company keep in force a general liability insurance policy, or other form of indemnification, in an amount that is not less than \$2 million dollars for each occurrence of loss or damage resulting from bodily injury to or the death of one or more persons, and for loss or damage to property.

Yes No

I. Does it provide coverage to the private school for all claims arising from:

a. a liability imposed by law on the operator of the School?

Yes No

b. a liability assumed under any agreement entered into by the operator of the school?

Yes No

II. Does it define "insured" to include:

a. the named insured?

Yes No

b. any employee, member of the operating board, agent or other person, whether receiving compensation or not, when acting within a scope of that person's duties for the named insured?

Yes No

Note: the Minister may request evidence of the existence of such a policy.

Does the operator maintain a fidelity bond in the amount of \$50,000 that covers the operator and other employees of the school while carrying out duties relating to any money or security belonging to or held by the school?

Yes No

Section C - Programming Information

Authority
School

Zone:
St...

Number of Instructional Staff (FTE) Employed by School

Certificated:

Non-Certificated:

Not to ensure the information in the Teacher Registry System
(ensure you send a list of certified teachers to the Provincial Coordinators Private Schools by September

School Classification

Regular (ECS to 12)

Residential (Residential) School

Other (specify)

Designated Special Education Private School

Continuing Education (Adult)

Curriculum:

Alberta Program of Studies

Other

Program Offered

Alberta Program of Studies

Early Childhood Services

Advanced Placement

Special Education

Home Education

Blended

Alternative French Language

Career and Technologies Studies

On-Line Learning

French as a Second Language

International Baccalaureate

Knowledge and Employability Courses

Registered Apprenticeship

Work Experience

English as a Second Language

Estimated Enrolment

a) ECS:

b) 1-9 On-Site:

c) 10-12 On-site:

d) 1-12 Home Ed:

e) 1-12 On-Line:

Total Enrolment = (a) + (b) + (c) + (d) + (e):

Estimated Enrolment Summer School:

0

Early Literacy Initiative Program (ELI) Application Our private school will be participating in an Early Literacy Initiative Program for the school year September 1, 2008 - August 31, 2009 Gr. 1: Yes <input type="checkbox"/> No <input type="checkbox"/> Gr. 2: Yes <input type="checkbox"/> No <input type="checkbox"/> Name of ELI Contact Person: _____	
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Section C - Programming Information

Authority School _____ Zone _____

Grade	Home Ed	On-Line	Summer School
Grade 01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grade 02	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grade 03	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grade 04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grade 05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grade 06	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grade 07	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grade 08	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grade 09	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grade 10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grade 11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grade 12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Exams/Tests Used:

- Alberta Achievement Tests (Gr. 3/6/9)
- Alberta Diploma Exams
- Canadian Achievement Tests
- Canadian Test of Basic Skills
- No Provincial Exams Used

Other(specify) _____

Section C - Programming Information

Authority
School

Zone:
Status:

Type of Program Schedule(s)

- 10 mth, 5 day wk, semester
- 10 mth, 4 day wk, semester
- 12 months - year round
- 10 mth, 5 day wk, non-semester
- 10 mth, 4 day wk, non-semester

First and Last Days of School - Grade 1-12 (yyyy/mm/dd): Vacation Breaks - Grade 1-12 (yyyy/mm/dd):

	Start Date	End Date		Start Date	End Date
Teachers (1-12)	<input type="text"/>	<input type="text"/>	Winter Break: From:	<input type="text"/>	<input type="text"/>
Students (1-12)	<input type="text"/>	<input type="text"/>	Spring Break: From:	<input type="text"/>	<input type="text"/>

Operational/Instructional Days - Grades 1-12:				
# of Operational Days	Elementary	Junior High	High School	Special Education
September 2008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
December 2008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
January 2009	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
February	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
March	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
April	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
May	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
July	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Days:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Instructional Days: days scheduled for purposes of instruction, examinations/testing and other student activities where direct student teacher interaction and supervision are maintained.

Operational Days: assigned teacher days including instructional and non-instructional activities. May include teacher planning days, parent teacher interviews, teacher conventions and other days where students may not necessarily be in attendance.

Section C - Programming Information

Authority
School

Zone:
Status:

Please list instructional hours in table below: (In addition, please submit copies of the school's timetables for on-site, off-site and ECS instruction (if ECS offered). Timetables must show at least 475 hours for ECS, 950 hours for grades 1-9 and 1000 hours for grades 10-12.)

Core Subjects	Grades 1-6	Grades 7-9	Grades 10-12
Language Arts			
Mathematics			
Science			
Social Studies			
Total Instructional Hours/Year	0	0	0

Section D - Declaration by School Authority

Authority Zone:

I certify that all information provided in this Notice of Intent to the Minister of Education and the Registrar is true and accurate. If the information changes, I agree to provide a written description of the changes to the Provincial Coordinator of Private Schools in a timely manner.

I agree to be bound by all provisions of the *Private Schools Act* and the *Private Schools Regulations*. In particular, section 7(1) that the grant money only be used for the purpose of providing instruction and section 8(1) that the Minister may require the recipient to pay all or part of the grant money. I also agree to section 11(1) that the recipient provided any false, misleading or inaccurate information in order to obtain the grant; section 11(2) that the recipient continues to be responsible and accountable to the Minister for a grant made to the school; and section 11(3) that if the school provides Child and Family Services instruction, it will do so in accordance with the *Child and Family Services Act*.

I, the principal, declare that the school meets the following conditions:

- a. the school provides instruction in accordance with the Guide to Education: ECS to 12.
- b. the principal holds a valid Alberta Teaching Certificate
- c. all persons providing instruction do so under the supervision of an Alberta certificated teacher
- d. the school provides instruction in accordance with the Alberta Programs of Studies prescribed by the Minister of Education under the *School Act* s.39.
- e. the school evaluates student achievement in accordance with local policy that is consistent with provincial policy.
- f. if applicable, the school submits Senior High School Marks to Alberta Education for recording at a time and in a manner determined by the Minister of Education.
- g. the school gives students access to at least the minimum hours of instruction per year as cited in the *Guide to Education*: ECS to 12 and presented by the Minister of Education under the *School Act* s.39.
- h. the school has developed and is implementing a current Three-Year Education Plan that members of the private school's community may access on request. This plan includes the following provincially required elements:
 - o required Provincial Goals with all required outcomes, strategies, performance measures and authority targets for achievement on provincial assessments.
 - o a provincially developed accountability statement
 - o strategies for provincially funded initiatives in appropriate goal areas, e.g. ECS, Home Education, Early Literacy, Student health, Alberta Initiative for School Improvement (AISi) and programs for students with special needs
 - o a Budget Summary that includes key financial information about the upcoming school year and information on where members of the private school's community can obtain detailed information about the school's budget.

I accept the terms, conditions and acknowledgements described above and I am aware that the Minister of Education may, under section 28(1) of the *School Act*, cancel or suspend the registration or accreditation of a private school for non-compliance:

I accept

I do not accept

Signature of Chairperson/President

DATE

Printed Name of Chairperson/President

Signature of Treasurer

Printed Name of Treasurer

Signature of Principal

DATE

Printed Name of Principal

Sample

Reviewed and Approved by:

Signature of Education Manager (Alberta Education)

DATE

Printed Name of Manager

Please sign and return the completed form to the Provincial Coordinator of Private Schools, Alberta Education, 8th Floor Capital Blvd, 10044-108 Street, Edmonton, AB T5J 5E6

The personal information as defined in the Freedom of Information and Protection of Privacy Act (FOIPP Act) that is collected on this form is collected pursuant to section 33(c) of the FOIPP Act. The purpose of this collection is to enable Alberta Education to make timely contact with appropriate officials of schools as required for the operation of Alberta Education programs and activities. Any questions about the collection of this information may be directed to the Provincial Coordinator of Private Schools, 8th Floor, 44 Capital Blvd., 10044-108 Street, Edmonton, Alberta, T5J 5E6, Telephone (780) 427-7235

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