

## Private Schools – Submitting the Annual Notice of Intent Form

### Background

A registered or accredited private school must annually submit to the Provincial Coordinator of Private Schools, School Accreditation and Disputes Resolution, Alberta Education a Notice of Intent by April 30. This form is available on the Alberta Education website. The form outlines the required supporting documentation that must accompany the Notice of Intent form. Private schools operators will be notified of their approval status by the end of July.

Each private school operator will receive account and password information to access

Alberta Education's Extranet through which operators may submit the annual Notice of Intent.

This Fact Sheet provides you with a list of information required for completing the Notice of Intent form, what to do if the private school operator wishes to make changes mid-year to the information previously submitted, a note on continuing status and a link to the [Sample Notice of Intent](#) form.

Please contact the School Accreditation and Disputes Resolution Branch at 780.427.7235 if you have further questions

### Completing the Notice of Intent Form

The *Notice of Intent* form contains requirements set out in the [School Act](#), and the [Private Schools Regulation](#). Be sure to read the form carefully and complete all sections.

#### **Section A – Administrative**

- The Incorporation Certificate Number for the society or company, or the Act of the Legislature under which the private school operator plans to operate. This is not required for registered private schools, as they may not be incorporated
- Mailing address of the private school operator along with an e-mail address that will be the

main e-mail contact for the private school operator.

- Information for the Chairperson/President/Operator; Treasurer; Data Coordinator; Summer Contact

#### **Section B – School Facility Information**

- Address for the school
- Principal's information including Teaching Certificate Number
- Public or private facility Information on fire report; health inspection insurance (please note

that the minimum \$2 million liability insurance and blanket fidelity bond is only for accredited funded schools)

### **Section C – Programming Information**

- Number of instructional staff employed (both certificated and non-certificated)
- Type of school (Regular, Special Education, Residential, Adult)
- Curriculum offered, estimated enrolment, type of program schedule, start/end dates, vacation breaks, number of instructional and operational days

### **Section D – Declaration by School Authority**

- Read carefully and note that, by signing this *Notice of Intent*, the Chairperson/President, Treasurer and Principal are agreeing to the Terms and Conditions presented. The signatures must be provided on the form and must mirror the information presented in Section A.

## Mid-Year Changes to the Notice of Intent

The private school operator must submit a written request for changes to any of the information in the previously approved [Notice of Intent](#) to the Provincial Coordinator of Private Schools before the changes are implemented. The written request may be submitted by fax, mail or e-mail.

## Continuing Status Change in Designation

Status as a registered or accredited private school only continues where the private school operator meets the requirements of the [School Act](#) and [Private Schools Regulation](#), and the annual [Notice of Intent](#) is approved. Funding, where applicable, will continue from year-to-year in accordance with payment schedules unless approval is withdrawn or a requirement is not fulfilled.

## Change in Designation Personal Information Protection Act (PIPA) and Freedom of Information and Protection of Privacy Act (FOIP)

A private school operator may apply to change its designation from registered to accredited by completing the appropriate [Notice of Intent](#) prior to the April 30 deadline for the upcoming year. Approval is dependent on all requirements in Section 28(2) of the [School Act](#) being met and approved by the Minister of Education by the end of July.

## Personal Information Protection Act (PIPA) and Freedom of Information and Protection of Privacy Act (FOIP)

PIPA applies to private school operators. FOIP does not apply to private school operators. However, FOIP does apply to records in the custody and/or control of the Government of Alberta and Alberta Education. This includes information collected in the [Notice of Intent](#) form.