

**Administrative Procedure 101**

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**ANNUAL EDUCATION RESULTS REPORT****Background**

Accountability is the obligation to be answerable for the performance and results of one's assigned responsibilities. The Division recognizes its responsibility to keep stakeholders informed about accomplishments and work toward goals.

The Division will keep the public informed of the accomplishments of the Division through publishing and distributing an Annual Education Results Report.

**Procedures**

1. The Superintendent will develop an Annual Education Results Report in accordance with Alberta Education policy and regulations, and submit it to the Board for approval. The Board will submit the Report to the Minister by November 30 of each year.
2. The Annual Education Results Report will contain information regarding progress toward meeting the goals and objectives established by the Division in the Three-Year Education Plan.
3. The Annual Education Results Report shall contain the results on mandatory and optional measures gathered through the year from such activities as ongoing reviews, evaluations, surveys, planning sessions and workshops.
4. The format for reporting optional measures and additional information in the Division Annual Education Results Report will be determined by the Superintendent.
5. The Annual Education Results Report will be posted on the Division website. Copies will be available in schools and Division office upon request.
6. Feedback from electors will be used to judge the accessibility of, and the appropriateness of, the information in the Annual Education Results Report.
7. The Division shall use the Annual Education Results Report for information in the planning and policymaking cycle and make adjustments to its goals as necessary.

Reference: Section 22, 39, 60, 61, 77, 78, 113, School Act  
School Authority Accountability policy 2.1.1  
Business Plans and Results Reports policy 3.2.1  
Accountability in Education – Policy Framework, June 1995  
Guide for School Board Planning and Results Reporting