

Private School Fact Sheet – Key Information Due Dates

*Please note these starred dates will adjust each year.

Where field branches are identified, please submit the information to Zone 1, 2/3, 4, 5 or 6 depending on the location of your private school.

Due Date (Approx.) *	Activity	Submit to:	Registered	Accredited	Accredited Funded
Sept. 30	Deadline to assign special education codes (severe disabilities funding) for grades 1-12 for fall registrations.	Learner Services Branch		✓	✓
Oct. 3*	Certificated teaching staff information – Fall Submission	Professional Standards Branch		✓	✓
Oct. 5 *	Student Registration based on Sept 30 Count Files due to Alberta Education 3 business days after count	Client Relationship Services		✓	✓
Oct. 31	ECS Transportation funding (Private Schools) Application – as per allocation criteria listed in the <i>2014/2015 Funding Manual for School Authorities</i>		✓	✓	✓
Nov. 30	Annual Education Results Report (AERR). – <i>not needed in 1st year of operation</i> Three Year Education Plan	Field Services Branch			✓
Nov. 30*	Audited Financial Statements and Supporting Schedules along with the Independent Auditor’s Report, Notes to the Financial Statements,	Financial Reporting and Accountability			✓

Due Date (Approx.) *	Activity	Submit to:	Registered	Accredited	Accredited Funded
Nov. 30	Auditor's Management Letter, and Independence Letter including management comments/responses to Auditors observations and recommendations listed in the Auditor's Management Letter.				
	Program Unit Funding applications for ECS children	Program Unit Funding System or paper form 14AE1.5a available in <i>Funding Manual</i>			✓
March 1	Revisions/additions to Program Unit Funding applications	Program Unit Funding System or paper form 14AE1.5c available in <i>Funding Manual</i>			✓
March 1	Deadline to assign special education codes (severe disabilities funding) for March pro-rate funding for grades 1-12 for students registered after Sep. 30.	Learner Services Branch		✓	✓
March 5*	Student registration based on March 1 count, grades 1 – 12. Files due to Alberta Education 3	Client Relationship Services			✓

Due Date (Approx.) *	Activity	Submit to:	Registered	Accredited	Accredited Funded
	business days after count				
March 31*	Certificated teaching staff information – Spring Submission	Professional Standards Branch	✓	✓	✓
April 30	<i>Notice of Intent</i> form	School Accreditation and Standards Branch		✓	✓
May 31	Budget Report	Financial Reporting and Accountability	✓	✓	✓