

## Alberta Education 2018-2019 Important Dates

\*\*\*All deadlines refer to the 2018-2019 school year unless noted.\*\*\*

### September 2018

Due		Return To
15	School Jurisdiction Financial Report (SJFR) Due	FRA
15	School Fee Schedule (2018/2019) additions and changes to activity fees; extracurricular fees, and non-curricular travel	FRA
28	September count date	
30	Classroom Improvement Fund (CIF) 2017/2018 final reporting and 2018/2019 grant proposals due to Compensation and Data Analytics	

### October 2018

Due		Return To
3	Fall Student Information System (SIS) Registration due date (enrolment count from September 28)	
15	School Jurisdiction Financial Report (SJFR) Due	FRA
15	2017-2018 Institutional program final costs due to the School Finance Branch	SF
13	Term 2, 3, and 4 final submission date to receive funding for course marks from the 2017-2018 school year	
31	2017-2018 Program Unit Funding (PUF) School Jurisdictions Statement of Actual Expenditures due to the School Finance Branch	SF
31	Funded students attending First Nations schools on reserve is due to School Finance Branch	SF
31	Declaration of Management form for 2018-2019 school year is due to the School Finance Branch	SF
31	Delegation of signing authority form due to the School Finance Branch	SF
31	Transportation application for Private ECS and Private Schools offering ECS due to Business Operations and Stakeholder Support Branch	BOSS
31	Letter of submission to the Director of the School Finance Branch for ECS programs beginning after the count date.	SF

### November 2018

Due		Return To
1	Proposals from school authorities developing senior high school LDCs Completed Locally Developed Course authorizations and course outlines of credit courses for the second semester of the 2018-2019 school year due to the Cross Curriculum Infusion Branch	
15	School Jurisdiction Financial Report (SJFR) Due	FRA
15	Submission of Educational Services Agreement(s)	SF
15	Course conflicts and students not enrolled on the count date for all Terms to the School Finance Branch for 2017-2018 school year	
15	ECS Program Unit Funding (PUF) application submission including children details (Private Schools, Private ECS Operators and Charters)	SF
30	Fall Budget Update due to Financial Reporting and Accountability Branch	FRA
30	Audited Financial Statements due to the Financial Reporting and Accountability Branch	FRA
30	Duplicate course marks (2017-18) response in FES due	
30	Annual Education Results Report (AERR) to be posted on the jurisdiction web site for the 2017-2018 school year; notification to Alberta Education by November 30	
30	RCSD annual report including financial statement for 2017-2018 school year due to the School Finance Branch	SF
30	Transportation application forms – rural, urban and special transportation due to Business Operations and Stakeholder Support Branch	BOSS
30	ECS Program Unit Funding (PUF) application submission including details (Jurisdictions)	SF
30	ECS Program Unit Funding (PUF) budget including details and supporting PUF budget template as an attachment. (Private Schools, Private ECS Operators and Charters)	SF
30	Three-year education plans to be posted on jurisdiction's website and Zone Director notified	
30	Submission of Home Education Blended Percentages due	
30	School Fee Schedule (2018/2019) additions and changes to activity fees; extracurricular fees, and non-curricular travel	FRA
30	IMR Plans submitted to Capital Planning Branch	CP
30	IMR Project Statement of Actual Expenditures from previous year must be submitted to the Capital Planning Branch	CP

**December 2018**

Due		Return To
15	School Jurisdiction Financial Report (SJFR) Due	FRA
28	Submission of documentation for Duplicate Course Marks for the 2017-2018 school year.	
31	Regional Consortia Financial Statements for the 2017-2018 school year to the School Finance Branch	SF
31	Annual report of program details and results achieved for the Regional Consortia is due to Quality Assurance & Strategic Supports Branch	

**January 2019**

Due		Return To
15	School Jurisdiction Financial Report (SJFR) Due	FRA
31	Ft. McMurray Allowance FTE Calculation Form due to the School Finance Branch.	SF
31	School Nutrition Program for 2018/2019 – interim mid-year summary, including operational program summary and financial schedule submitted to Alberta Education School Nutrition Program.	

**February 2019**

Due		Return To
1	Last day for adjustments to enrolment data and coding in PASI for 2018-19 school year	
1	PUF application adjustments for ECS children enrolled or leaving the PUF program after the original budget was submitted to School Finance Branch	SF
15	School Jurisdiction Financial Report (SJFR) Due	FRA
15	Resolution of priority school conflicts	
22	Unresolved priority school conflict back up documentation to School Finance Branch	SF
28	School Fee Schedule (2018/2019) additions and changes to activity fees; extracurricular fees, and non-curricular travel	FRA

**March 2019**

Due		Return To
1	Proposals from school authorities developing senior high school LDCs Completed Locally Developed Course authorizations and course outlines of credit courses for Semester 1 of the 2019-2020 school year due to the Cross Curriculum Infusion Branch	
1	Spring Student Information System (SIS) student enrolment count date	
6	Spring Student Information System (SIS) registration due date to PASI and Student Records (March 1 count)	
15	GRE template year-end information due to Financial Reporting and Accountability Branch	FRA
31	Application to operate new Outreach Programs to the Field Services Branch	FS

**April 2019**

Due		Return To
1	Capital plans due to the Capital Planning Branch for the years 2020 to 2023	CP
15	School Jurisdiction Financial Report (SJFR) Due	FRA
30	Submit 2017/18 Institutional Programs Budget to School Finance Branch	SF
30	Accredited funded private school authority accountability and funding declaration form due	SF
TBD	Subsequent Events Government Reporting Entity due to FRA (late April – early May)	FRA

**May 2019**

Due		Return To
15	2018-2019 Term 1 Course and Mark Submission or Modifications to SCM (School Course Marks) due	
15	School Jurisdiction Financial Report (SJFR) Due	FRA
31	Final day to set school calendar for the 12 month period for the following school year.	
31	Application for reimbursement of ADLC course costs for Home Education students grades 7-12 due to the School Finance Branch	SF
31	Funding Application for additional ADLC course costs for Home Education students in Grades 1-6 due to School Finance Branch	SF
31	Budget Report due to Financial Reporting and Accountability Branch	FRA
31	School Fee Schedule (2018/2019) additions and changes to activity fees; extracurricular fees, and non-curricular travel	FRA
31	Submission of the School Fee Schedule for the 2019/2020 School Year	FRA