



Establishing a Public Charter School Checklist

The following checklist is provided as a service to potential applicants. Please contact Alberta Education to request information on public charter schools, to obtain an application form and for support on completing the application.

Phone: 780-427-6272 (Toll free: 310-0000 before the phone number in Alberta)

Email: EDC.charterapplication@gov.ab.ca

PRIOR TO COMPLETING A CHARTER APPLICATION

Our applicant group has discussed the following:	✓
• Why is this public charter school needed?	
• Does the proposed program duplicate programming already available in the geographical area? Proposed programming must be significantly different than that already available (except for vocation-based education programs).	
• Will there be enough parent and community support for the public charter school to be educationally and financially viable?	
• Is there an appropriate facility that can be procured that would support the charter program?	
• Does independent research support that the proposed program will improve student learning in a way that can be measured against other programs?	
• Is the proposed program innovative, in that it expands choice in the geographical area?	
• Has the purpose of the program been established to be vocation-based education?	
• Will the proposed public charter school collaborate or engage with a post-secondary institution or a school division?	
• Is the proposed program non-religious/non-denominational?	
• Can the group confirm that the proposed program will not provide home education services?	
• Can the group confirm that the proposed program will accept enrolment of all students who fit the criteria described in the charter without discriminating against those with educational or behavioural needs for support?	

For more information, visit: <https://www.alberta.ca/public-charter-schools.aspx>

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PRIOR TO SUBMITTING A CHARTER APPLICATION (obtained from EDC.charterapplication@gov.ab.ca)

The following are suggested sequence of tasks to complete and information to assemble prior to completing the application form and packaging attachments:

	✓
• Proposed school name	
• Name of society or company that would operate the charter school	
• Contact information for applicant and/or directors of society	
• Vision and purpose of the proposed public charter school	
• Proposed opening date	
• Teaching philosophy (with details on the learning style, teaching style, approach or philosophy or pedagogy)	
• Is the proposed program focused on vocation-based education?	
• Will the proposed public charter school collaborate or engage with a post-secondary institution or a school division?	
• Is the proposed program non-religious/non-denominational?	
• How does the proposed program differ from programming already available in the geographical area (avoids duplicating already existing programs, except for charter program focused on vocation-based education)?	
• Independent research supporting the proposed program	
• Indications of significant community support for the charter school (parents, businesses, other community groups)	
• Sufficient number of parent declarations of intention to enrol children in proposed program (declarations follow model in Charter Schools Handbook)	
• Plan for collaboration or engagement with a post-secondary institution or a school division	
• Projected student enrolment	
• Distribution of students in each grade for each year of the initial five-year term	
• School operational plan with short-term and long-term considerations on educational viability (appropriate student and class groupings, teaching assignment considerations, student high school credentialing possibilities, ability to provide education supports to all students)	
• School operational plan with short-term and long-term considerations on financial viability (financial projections of revenues and expenditures such as administration, staffing, transportation, technology, additional contracted services, equipment and furnishings)	
• Acquisition of school building (negotiations with building owner, facility costs and renovations required for programming needs)	
• School building and property costs after acquisition (future renovations, maintenance, deferred maintenance costs)	
• Description of the students for whom the charter program is intended	

• Charter goals written as measurable outcomes	
• Charter measures to confirm continuous improvement on the charter goals	
• Description of the improved student learning outcomes	
• Grades to be offered (initially and in the future)	
• Selection criteria if requests for enrolment exceed facility capacity and available resources	
• Any curriculum to be offered in addition to Alberta's Programs of Study	
• Plan to communicate charter innovations to the education community (parents, community, other charter schools, school authorities in Alberta and outside Alberta, post-secondary institutions and education researchers)	
• Process for the society to amend the approved charter	
• Process to dissolve the public charter school should the school cease operations	

REQUIREMENTS FOR PUBLIC CHARTER SCHOOLS

The charter school board (operator) is responsible to the Minister of Education for meeting the requirements of provincial legislation and regulations as set out in this chart:	✓
• Our applicant group has reviewed the following responsibilities:	
• The charter operator is incorporated as a society under the <i>Societies Act</i> , or as a non-profit company under Part 9 of the <i>Companies Act</i> , and the board of directors will act as the school board.	
• The charter school board will ensure the provision of programs of study that meet the goals and standards adopted or approved by the Minister consistent with the Ministerial Order on Student Learning .	
• The charter school board will comply with the Education Act , except for parts of the Act identified in section 27 or in the <i>Charter Schools Exemption and Application Regulation</i> .	
• The charter school board will comply with all components of regulations that apply as set out by the <i>Education Act</i> , including the Charter Schools Regulation, the Charter Schools Exemption and Application Regulation, the Certification of Teachers and Teacher Leaders Regulation, the Practice Review of Teachers Regulation, the School Councils Regulation, the School Fees Regulation, the School Transportation Regulation, the Student Record Regulation, and the Superintendent of Schools Regulation.	
• The charter school board will not provide a home education program, as per the <i>Education Act</i> .	
• The public charter school will not be affiliated with a religious faith or denomination.	
• The charter school board will ensure that students have the opportunity to meet the standards of education set by the Minister.	
• The charter school board will administer all provincially mandated assessments, including provincial achievement tests and diploma examinations.	
• The charter school board will comply with provincial senior high school graduation requirements described in the Guide to Education .	

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<ul style="list-style-type: none"> The charter school board will ensure that enrolled students entitled to have access to specialized supports and services will have the opportunity to meet the standards of education set by the Minister. 	
<ul style="list-style-type: none"> The charter school board will accept enrolment of all students who fit the criteria described in the charter without discrimination as per the terms under the <i>Alberta Human Rights Act</i>. 	
<ul style="list-style-type: none"> The charter school board will be, if a student is expelled, responsible for the student's education program, and will ensure that the student will continue to have access to an education program for the remainder of the school year. 	
<ul style="list-style-type: none"> The charter school board will establish, implement and maintain a policy respecting the board's obligation to provide a welcoming, caring, respectful and safe learning environment that includes the establishment of a code of conduct for students that addresses bullying behaviour. 	
<ul style="list-style-type: none"> The charter school board will agree to regular evaluation and assurance monitoring by the Minister. 	