

Review by the Minister

Information for parents and/or students

Requesting a Review by the Minister

The parent or the student (16 years of age or older) may request in writing that the Minister of Education review a board's decision (including charter schools) in the following matters:

- the provision of specialized supports and services to a student in accordance with section 11(4) or a child enrolled in an early childhood services program;
- the expulsion of a student;
- which board is responsible for a student or child; and
- access to or the accuracy or completeness of a student record.

To request a review by the Minister of Education, the following steps need to be completed:

1. Before requesting a review, the parent or student must have a written decision letter from the board on the matter.
2. Parents or the student, if the student is 16 years of age or older, must submit their written request for the review within 60 days of the date on which they are informed of the board's decision.
3. Determine whether the decision you wish to have the Minister of Education review is included in the list of matters that can be reviewed (as above).
4. Provide, with the completed *Parents' Request Form*, communication related only to the matter in the appeal to the school board (e.g., the letter from the board with the time, date and place of the hearing; a copy of the materials prepared by the principal for the board committee; a copy of any materials you prepared and presented to the board committee; and a copy of the letter from the board that includes the reasons for their decision).

5. Explain in the *Parents' Request Form* how the decision is not reasonable and/or fair.
6. **All requests must be made in writing.** The completed *Parents' Request Form* and supporting documents can be sent to:

Mail:

Director, Learner Services
8th Floor, 44 Capital Boulevard
10044 – 108 Street
Edmonton, AB T5J 5E6

Email: Learnerservices@gov.ab.ca

Will the request be reviewed?

The Minister of Education has discretion to determine if the board's decision will be reviewed (*Education Act*, section 44). The parent or student making the request will be advised in writing about whether or not the matter will proceed.

If the Minister of Education reviews the decision of the board, they look at the reasonableness of the decision and may consider:

- did the board's policy and procedures comply with the requirements of the *Education Act*;
- did the board follow its policy and procedures when making the decision; and
- was there a lack of fairness sufficiently serious enough to call into question the reasonableness of the decision of the board.

Upon conclusion of the review, the Minister of Education will provide a letter addressed to both the parent or student and the board, which outlines the decision, including reasons for that decision.

For more information regarding the Review by the Minister process, or if you have questions, please contact Learner Services at Learner.Services@gov.ab.ca or 780-415-0783 (toll-free in Alberta by first dialing 310-0000).