

Completing an OLEP Report



A Step-by-Step Guide

20XX-20XX Official Languages in Education Programs (OLEP) Report French Immersion Programs and French as a Second Language (FSL) Courses

Due: September 15, 20XX

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Carefully review
the information in
the **Instructions &
Important Info** tab

OBJECTIVE

Official Languages in Education Programs (OLEP) funding for French second-language instruction is to help provide English language majority learners in Alberta with the opportunity to learn French as a second official language and in so doing benefit from cultural enrichment.

PURPOSE OF THE OLEP REPORT

To ensure accountability, collect feedback from OLEP funding recipients, measure the impact of OLEP funding on French-language education and programs, and enable the development of a provincial report to fulfill the requirements outlined in the *Canada-Alberta Agreement on Minority-Language Education and Second-Language Instruction 2024-25 to 2027-28*.

INFORMATION

- This form is for organizations and school authorities that support or offer French Immersion and/or FSL courses, and receive OLEP funding. For minority-language (francophone) education, please find the respective form on the OLEP Reporting page.
- All school authorities that received OLEP student FTE and/or Hub Project funding in 20XX/XX are required to fill out this report form.
- In order to receive the remaining OLEP funding for the 20XX/XX school year in October 20XX, school authorities must complete and submit this year-end OLEP Report **by September 15, 20XX** to demonstrate that funds were spent according to the initiative titles outlined in the *Canada-Alberta Agreement on Minority-Language Education and Second-Language Instruction 2024-25 to 2027-28*, which is linked on the OLEP webpage under "Overview".
- Funding recipients must comply with all requests for information to be eligible for future OLEP funding.

HELPFUL LINKS

- [OLEP Webpage](#)
- [Sample Annotated Report](#)
- [Examples of Regular Funding Activities for French Second-Language Initiatives](#)
- [20XX/XX Allocations by School Authority](#)

DEFINITIONS OF EXPENSE CATEGORIES FOR PART C

- **Staffing costs:** Expenses related to staff or contract employee compensation

Instructions & Important Info | A. Contact Information | B. Revenues | C1. ECS, Elementary, Secondary | C2. Educational Staff

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Add your school authority and contact details in the **A. Contact Information** tab

Part A: Funding Recipient Information

School Authority/Organization Information

Name of School Authority/Organization	Green Valley School Division
Address	456 Education Street, Green Valley, AB T5K 1X7
Email	contact@greenvalleysd.ca
Telephone	(780) 123-4567

Main Contact Person Information

Name	Omar Haddad
Title	French Language Program Coordinator
Email	ohaddad@greenvalleysd.ca
Telephone	(780) 234-5678

Additional Contact Person Information (will be cc'd)

Name	Mariana Silva
Title	Superintendent, Learning Services
Email	msilva@greenvalleysd.ca
Telephone	(780) 987-6543

Secretary Treasurer (optional)

Name	Yara Davis
Title	Secretary Treasurer
Email	ydavis@greenvalleysd.ca
Telephone	(780) 876-5432

Partners (if applicable)

Le Réseau Éducatif Français	
FrancoLearn Educational Group	
Silver Oak School Division	
Northstar County Schools	

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In the **B. Revenues** tab, input your school authority's matching contribution, and OLEP funding amounts

Part B: Revenues	
<i>This section outlines where the funding that will be allocated in Part C comes from.</i>	
Revenues	Amount
School Authority Contributions: Revenue from school division, registration fees, sales, membership dues, donations, etc.	\$ 78,547
In-Kind Supports: Market value of resources other than money (furniture, equipment, volunteer time, office supplies, etc.)	\$ -
Total School Authority*	\$ 78,547
Student FTE Funding**	\$ 56,354
Hub Project Funding (if applicable)**	\$ -
Total OLEP Funding	\$ 56,354
Total Revenues for 20XX-20XX	\$134,901
**See the spreadsheet "20XX/XX allocation amounts for each school authority"	

Matching contribution

Any in-kind supports (if applicable)

Must be ≥

Must = total contributions in Section D

Refer to the allocation spreadsheet for these amounts and use the total for the school year

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In the **C1. ECS, Elementary Secondary** tab, and the **C2. Educational Staff** tab, complete the fields for each initiative where any revenues (declared in **B. Revenues**) were allocated

Initiative #4 Cultural Activities	
Target	
Maintain or increase the number of cultural and enrichment activities for students.	
Result	Number
How many cultural and enrichment activities were held for students?	3
Activity Highlights	
<i>Describe the activities funded with revenues listed in tab B and their impact on the target</i>	
Activities funded with the revenues listed in Tab B: <ul style="list-style-type: none"> - Two visits from Roger Dallaire to promote French culture for FI and English stream students - Field trip for Grade 10 students to visit to the Campus Saint-Jean 	
Impact of activities on the target: <p>The Grade 10 field trip to Campus Saint-Jean was a new addition this year, offering students the opportunity to explore the campus, learn about French post-secondary options, meet professors and students studying in French, and inspire future educational pathways in French.</p>	

Enter your school authority's result in the number field

Provide qualitative data that tells the story of how the revenues were spent and how these activities impacted the target

Initiative Funding		Amount
School Authority Contribution		52,529
OLEP Funding Contribution		34,989
Total Initiative Funding		\$87,518
Expense	Expense Breakdown	Amount
Staffing Costs (include FTE in the byline)	1.0 FTE of FI teaching staff	85,818
Subtotal		\$85,818
Materials and Resources	Printing of informational brochures	200
Subtotal		\$200

Enter your school authority's matching amount towards the initiative (if applicable)

Your school authority does not need to match OLEP funding in each initiative but must match the total OLEP funding for the level

Enter the OLEP funding amount towards this initiative

Provide a breakdown of the total initiative funding by category

The breakdown should align with the story of the activity highlights described above

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In the **C1. ECS, Elementary Secondary** tab, and the **C2. Educational Staff** tab, complete the fields for each initiative where any revenues (declared in **B. Revenues**) were allocated

Administration		
Subtotal		\$0
Other Costs		
Subtotal		\$0
Total Initiative Expenses		\$12,335
Total Initiative #3 Funding	12,335	
Total Initiative #3 Expenses	12,335	
Net Balance (should equal zero)		\$0

Check that the total initiative funding and expenses are equal, and the net balance is zero

If the net balance is not zero, it will turn red

Check that amounts entered in the expense breakdown are equal to the total initiative funding

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In the [D. Summary of Contributions](#) tab, confirm:

- total school authority contribution per level \geq OLEP contribution per level
- OLEP amount and the total contributions = total revenues in tab B

Part D: Summary of Contributions			
Summary amounts are automatically calculated based on data entered in Part C for each initiative.			
Level	School Authority*	OLEP	Total
C1. ECS, Elementary, Secondary	57,954	46,354	104,308
C2. Educational Staff	20,593	10,000	30,593
Total Contributions	\$78,547	\$56,354	\$134,901
Please note:			
*The total school authority contribution must be equal to or greater than the total OLEP contribution for the same level.			

Optional: In the [E. Teacher FTE Data Collection](#) tab, input any teacher FTE data your school authority may have

Part E: Teacher FTE Data Collection (Optional)

Sharing information below is voluntary, but may assist in better understanding the teacher recruitment and retention needs across the province, which could serve as a basis for additional federal funding in the future.

1. What is your school authority's total French Immersion teacher FTE?*	10.00
2. What is your school authority's total French as a Second Language teacher FTE?	2.20
3. What is your school authority's unfilled French Immersion FTE?	2.00
4. What is your school authority's unfilled French as a Second Language FTE?**	1.30

*FTE: full-time equivalency:

The measurement of the total number of assigned hours divided by the maximum number of assigned hours in a full-time schedule.

Example: Ten teachers working full-time, and one teacher working half-time is equivalent to a total of 10.5 FTE.

To calculate the FTE value for a specific position, divide the number of hours worked by the number of hours considered to be full-time (ex: 550 hours of time worked divided by an estimated 1100 hours of assignable time=0.5 FTE).

**Unfilled FTE: unfilled full-time equivalency

The total amount of contract(s) that remain vacant due to challenges in recruiting and/or retaining qualified staff.

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In the **F. Certification** tab, ensure all fields are complete, including signature from your school authority's authorized signatory

Part F: Certification

I hereby certify that the information provided in this OLEP Report is complete and accurately represents the financial results of the OLEP activities for the 20XX-20XX school year.

Superintendent/ Authorized Signatory

Name: Mariana Silva

Title: Superintendent, Learning Services

Date: 20XX-06-28

Signature: Mariana Silva

The signature page can be submitted as a separate PDF if a signature on the Excel file is not possible

Signing Instructions:

Please note, this report should be submitted in Excel format. However, this Certification page may be printed, signed and sent in PDF format. Please submit the report by email to EDC.officiallang@gov.ab.ca.

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Email your report to
EDC.officialang@gov.ab.ca by
September 15

Our office may follow up with
questions or requests for clarifications

