

### ANNUAL ASSURANCE ACTIONS

#### Background

Foothills School Division is committed to the Assurance model in engaging with its schools and communities to inform decision making and strategic planning. Key to this approach is alignment of actions across the Division that promote the Engagement, Support, and Success of each Learner. The actions outlined below are annual commitments that will ensure our school and Division communities that our students are well served today and into the future. These actions are aligned with Alberta Education's Business Plan as well as the Division's policies, Strategic Directions, and Education Plan.

#### Definitions

**Assurance** means demonstrating to Albertans that the education system is meeting the needs of students and students are successful. **Assurance** arises from the combination of funding, policies, processes, actions, and evidence that help build public confidence in the education system. **Assurance** is achieved through relationship-building and engagement between all education partners and by creating and sustaining a culture of continuous improvement and collective responsibility. (Alberta Education Funding Manual 2021/22, p. 156)

#### Planning and Reporting Process

Foothills School Division's planning and reporting processes reflect the guiding principles, domains and processes outlined in Alberta Education's Assurance Framework. Our effective planning and results reporting occurs in a continuous improvement cycle which is integral to our accountability and assurance. Division and School Education Plans and Annual Education Results Reports (AERRs) are products and evidence of a continuous improvement process and are core documents for demonstrating accountability and providing assurance. Our FSD strategic Planning Process is outlined in FSD [Administrative Procedure 100: Education Plans and Annual Education Results Report \(AERR\)](#) and [AP 101: Annual Education Results Report](#).

Our Five-Year Fixed Term (2024-2029) Education Plan sets out what needs to be done, including determining priorities, outcomes, measures and strategies using the most recent results and is aligned with the strategic direction of [Alberta Education's Three-Year Business Plan](#). Our AERR provides the results obtained from implementing the plan and actions taken to meet responsibilities in the key assurance domains. Our Education Plan clearly identifies priorities and outcomes to be achieved, measures used to assess progress, and research and practice-informed strategies implemented to achieve our goals.

FSD has established a system of accountability and assurance for its individual schools that enable continuous improvement and evidence-informed decision-making. There are clear connections between school and Division plans. The Division priorities and assurance framework provide strategic direction to schools in the development of their plans and in engaging stakeholders (i.e., School Council) on an ongoing basis to provide assurance in advancing goals. Schools are obligated under the *School Councils Regulation* to provide school councils the opportunity to provide advice on the development of School Education Plans and AERRs, and to share results from provincial and local assessments.

Engaging with our stakeholders has been critical in the development and implementation of our Education Plan and AERR. We use a variety of methods to communicate and engage with stakeholders in the

development of our Education Plan and in sharing results achieved to provide assurance. Effectively engaging stakeholders results in several benefits including being more responsive to local needs; increasing stakeholder understanding of education matters; and improving decision making.

Reviewing and analyzing provincial and local measures with stakeholders (students, staff and parents, school councils) is ongoing throughout the year and aligns with the [FSD Assessment and Survey Schedule](#), [AP 102 School Annual Education Plans and Annual Education Results Report](#), and AP 118: Annual Assurance Actions. The use of both provincial and local measures provides a balanced and complete assessment of progress in advancing goals and achieving outcomes. Impact of strategies implemented to advance goals is evaluated and key insights identified (including strengths, areas for growth, and next steps) by analyzing provincial and local measures on an ongoing basis throughout the year. This overview of data and key insights identified are added to the Annual Education Results Report throughout the year and shared with stakeholders (i.e., Board of Trustees and School Councils).

**Provincial Goals and Foothills School Division Goals**

Alberta Education Outcomes	Foothills School Division Goals	Assurance Domains
<ul style="list-style-type: none"> <li>• Alberta’s students are successful</li> </ul>	<ul style="list-style-type: none"> <li>• Learning that transfers</li> <li>• Numeracy and literacy</li> <li>• Wellness and wellbeing</li> <li>• Continuum of supports</li> </ul>	<ul style="list-style-type: none"> <li>• Student growth &amp; achievement</li> <li>• Learning support</li> </ul>
<ul style="list-style-type: none"> <li>• First Nations, Métis, and Inuit students in Alberta are successful</li> </ul>	<ul style="list-style-type: none"> <li>• First Nations, Métis, and Inuit student success</li> </ul>	<ul style="list-style-type: none"> <li>• Student growth &amp; achievement</li> <li>• Learning support</li> </ul>
<ul style="list-style-type: none"> <li>• Alberta’s students have access to a variety of learning opportunities to enhance competitiveness in the modern economy</li> </ul>	<ul style="list-style-type: none"> <li>• Innovation and design</li> <li>• Learning that transfers</li> <li>• Excellence in teaching, learning, and leading</li> </ul>	<ul style="list-style-type: none"> <li>• Student growth &amp; achievement</li> <li>• Teaching and leading</li> <li>• Local and societal context</li> </ul>
<ul style="list-style-type: none"> <li>• Alberta’s K-12 education system and workforce are well-managed</li> </ul>	<ul style="list-style-type: none"> <li>• Stakeholder engagement and communications</li> <li>• Continuous improvement and assurance</li> </ul>	<ul style="list-style-type: none"> <li>• Local and societal context</li> <li>• Governance</li> </ul>

**Yearly Assurance Actions**

Education Plan and AERR Updates (data, evidence, key insights, and next steps) will be shared with Board of Trustees/School Councils through Director/Facilitator/Principal Reports monthly. As well, throughout the year individual school administrative teams will share their story of engagement, support and success for each learner at their school through their Education Plan and AERR with a presentation to the Board of Trustees on a five year cycle.

**September**

- Review and schedule assurance actions for the year as outlined [in The FSD Assessment and Survey Schedule](#), [AP 102 School Annual Education Plans and Annual Education Results Report](#) and AP118: Annual Assurance Actions.
- Division/School Education Plan and Annual Education Results Report process and timeline shared with Board of Trustees/School Councils/Staff.
- Division/Schools share updates/revisions and overview of the Education Plan with Board of Trustees/School Councils/Staff.
- Alberta Education Assurance (AEA) Survey Results Report and Provincial Exam results are released by Alberta Education.

- **PAT and Diploma** Results from June: Analyze as a staff team.
- Education Plan and AERR Updates (data, evidence, key insights, and next steps) shared with Board of Trustees/School Councils through Director/Facilitator/Principal Reports.

## October

- **Common Numeracy Assessments (Gr. 4-9)** Analyze as a staff team. Add results and Key Insights (areas of strength, areas for growth and next steps) to AERR. Use evidence-based information to inform actions and strategies.
- **Provincial Numeracy Screening Assessment (Gr 2-3)**: Analyze as a staff team. Add results and Key Insights (areas of strength, areas for growth and next steps) to AERR. Use evidence-based information to inform actions and strategies.
- **Provincial Literacy Assessment CC3 (Gr 2-3)**: Analyze as a staff team. Add results and Key Insights (areas of strength, areas for growth and next steps) to AERR. Use evidence-based information to inform actions and strategies.
- Alberta Education **Assurance (AEAM) Survey Measures** Results Report and Provincial Exam results are released by Alberta Education: Analyze as a staff team. Add results and Key Insights to AERR. Use evidence-based information to inform actions and strategies.
- Education Plan and AERR Updates (data, evidence, key insights, and next steps) shared with Board of Trustees/School Councils through Director/Facilitator/Principal Reports.

## November

- Review Alberta Education **Assurance (AEA) Survey Results** Report and **Provincial Exam** results with Board of Trustees/School Councils. Analyze as a staff team. Add results and Key Insights (areas of strength, areas for growth and next steps) to AERR. Use evidence-based information to inform actions and strategies.
- School Admin conversations with Executive Team regarding Education Plans and AERRs.
- Division/School Annual Education Results Report prepared and presented to the Board of Trustees/School Councils.
- **Division/School Annual Education Results Report submitted to Alberta Education as per their deadline of Nov 30**. Report made public and posted on the FSD/School websites.
- Education Plan and AERR Updates (data, evidence, key insights, and next steps) shared with Board of Trustees/School Councils through Director/Facilitator/Principal Reports.

## December

- **SOS-Q**: Analyze as a staff team. Add results and Key Insights (areas of strength, areas for growth and next steps) to AERR. Use evidence-based information to inform actions and strategies.
- Education Plan and AERR Updates (data, evidence, key insights, and next steps) shared with Board of Trustees/School Councils through Director/Facilitator/Principal Reports.
- **FSD Assurance Survey (Parents)**: Administer and analyze as a staff team. Add results and Key Insights (areas of strength, areas for growth and next steps) to AERR. Use evidence-based information to inform actions and strategies.

## January

- **FSD Assurance Survey (Parents)**: Administer and analyze as a staff team. Add results and Key Insights (areas of strength, areas for growth and next steps) to AERR. Use evidence-based information to inform actions and strategies.
- Education Plan and AERR Updates (data, evidence, key insights, and next steps) shared with Board of Trustees/School Councils through Director/Facilitator/Principal Reports.
- **Provincial Literacy Assessments (Gr 1)**: Analyze as a staff team. Add results and Key Insights (areas of strength, areas for growth and next steps) to AERR. Use evidence-based information to inform actions and strategies.

- **Provincial Numeracy Screening Assessment (Gr 1):** Analyze as a staff team. Add results and Key Insights (areas of strength, areas for growth and next steps) to AERR. Use evidence-based information to inform actions and strategies.

## February

- **Alberta Education Assurance Survey (Students, Staff and Parents):** Administer to Staff and Students. Promote, support and encourage participation in survey by parents.
- Education Plan and AERR Updates (data, evidence, key insights, and next steps) shared with Board of Trustees/School Councils through Director/Facilitator/Principal Reports.

## March

- **PAT and Diploma** Results from January: Analyze and a staff team.
- Education Plan and AERR Updates (data, evidence, key insights, and next steps) shared with Board of Trustees/School Councils through Director/Facilitator/Principal Reports.

## April

- **FSD Intellectual Engagement Survey (Students):** Analyze as a staff team. Add results and Key Insights (areas of strength, areas for growth and next steps) to AERR. Use evidence-based information to inform actions and strategies.
- Education Plan and AERR Updates (data, evidence, key insights, and next steps) shared with Board of Trustees/School Councils through Director/Facilitator/Principal Reports.

## May

- **Common Literacy Assessment (Gr 4-9):** Analyze as a staff team. Add results and Key Insights (areas of strength, areas for growth and next steps) to AERR. Use evidence-based information to inform actions and strategies.
- Division Education Plan: Review impact of strategies implemented to advance each goal and refine/revise strategies as needed for the upcoming year by May 31 and post updated Education Plan on FSD Website.
- Education Plan and AERR Updates (data, evidence, key insights, and next steps) shared with Board of Trustees/School Councils through Director/Facilitator/Principal Reports.
- **DELFI** (9/12): Analyze as a staff team (French Immersion). Add results and Key Insights (areas of strength, areas for growth and next steps) to AERR. Use evidence-based information to inform actions and strategies.

## June

- **FSD Professional Learning Survey (Staff):** Analyze as a staff team. Add results and Key Insights (areas of strength, areas for growth and next steps) to AERR. Use evidence-based information to inform actions and strategies.
- **Provincial Numeracy Screening Assessment (Gr 1-3) Post test:** Analyze as a staff team. Add results and Key Insights (areas of strength, areas for growth and next steps) to AERR. Use evidence-based information to inform actions and strategies.
- **Provincial Literacy Assessment CC3 (Gr 1-3) Post test and LeNS (Gr 1):** Analyze as a staff team. Add results and Key Insights (areas of strength, areas for growth and next steps) to AERR. Use evidence-based information to inform actions and strategies.
- **School 3-Year Education Plan: Review impact of strategies implemented to advance each goal and refine/revise strategies as needed for the upcoming year by June 30 and post updated Education Plan on FSD Website.**
- Division/School Professional Learning Plans for upcoming school year are posted on Division/School website and SharePoint
- Education Plan and AERR Updates (data, evidence, key insights, and next steps) shared with Board of Trustees/School Councils through Director/Facilitator/Principal Reports.

## Appendix A

Updated August 2025

### Foothills School Division Assessment and Survey Schedule 2025-2026

Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
Pre-Test Provincial Numeracy Screening Assessment  Gr 1-3 (Eng and FI in French)				Pre-Test Provincial Numeracy Screening Assessment Gr K-3 Eng (Gr. 1-3 FI in French K in Eng)				Post-Test Provincial Numeracy Screening Assessment Gr 1-3 Eng (Gr. 1-3 FI in French) Only At-Risk Students	
Pre-Test Provincial Literacy Assessment Gr 1-3 (Eng and FI in French)				Pre-Test Provincial Literacy Assessment Gr K-3 Eng (Gr. 1-3 FI in French K in Eng)				Post-Test Provincial Literacy Assessment Gr 1-3 Eng (Gr. 1-3 FI in French) Only At-Risk Students	
Common Numeracy Assessments (Eng & FI in French) Gr 4-9									
	SOS-Q Gr 4 - 12								
							Common Literacy Assessment (Eng & FI in Eng 4-9)		
				Alberta Education Assurance Survey Gr 4, 7, 10					
						Intellectual Engagement Survey Gr 4 - 12			
			FSD Assurance Survey						
							DELF FI Grade 9 and 12		
								Professional Learning Survey	

**Provincial Achievement Tests (Grade 6 & 9) and Grade 12 Diploma Exams would also be reviewed and analyzed at different points throughout the year as indicated in the Assurance Measures Timelines and Deadlines.**

Reference: Relevant Legislation and Regulations

Updated: May 2024

