Saskatchewan
Ministry of
Education

2013-2014 Application for Qualified Independent Schools

Unfunded independent schools that meet specific criteria stipulated in legislation are eligible for designation as Qualified Independent Schools.

Criteria required for designation as a Qualified Independent School is outlined in subsection 38.2 (1) of *The Independent Schools Regulations*:

(a) have lawfully operated as a registered independent school for at least two consecutive school years immediately before making its application for a certificate of qualification;
(b) be owned or operated by a non-profit corporation that incorporated or continued in Saskatchewan;
(c) conform to provincial curriculum policy, as determined by the minister;
(d) provide approved programs and approved courses of study in accordance with provincial curriculum policy, as determined by the minister;
(e) in employing teachers to teach, employ only those teachers who hold a valid Professional 'A' Teacher's Certificate issued pursuant to *The Teacher Certification and Classification Regulations, 2002*;
(f) agree to participate fully in the ministry's provincial student assessment program;
(g) agree to participate fully in the ministry's accountability framework;
(h) agree to submit financial statements to the ministry, as directed by the minister;
(i) agree to be supervised and inspected by ministry officials;
(j) comply with ministry policies and directives;
(k) in the opinion of the minister, subscribe to the Goals of Education for Saskatchewan; and,
(l) not have an associate school agreement with a board of education.

Please complete one application for each school seeking designation. An original signed copy of the application and supporting documents must be submitted by **February 19, 2013** to:

Ministry of Education
Independent Schools and Home-based Education Unit
3rd Floor, 2220 College Avenue
Regina Saskatchewan S4P 4V9
(306) 787-7054

Incomplete applications will not be accepted. If you require assistance in filling out the application our staff would be happy to assist. Please email Kevin.Gabel@gov.sk.ca or Delores.Loewen@gov.sk.ca or call (306) 787-7054.

Note: Current Qualified Independent Schools need not reapply each year for designation.

Section I - Administrative Information

Legal School Name:

Grade Levels of the School:

Mailing Address:

Street Address:

Telephone Number of School: Fax Number:

School Authority E-mail Address:

Corporate Name of the School:

Corporation Number (please attach copy of Non-Profit Corporation Certificate):

Name of Chairperson:

Mr./Mrs./Ms./Dr.:

Given Name:

Last Name:

Position/Title:

Phone Number:

Email Address:

Name of School Contact for Funding Purposes (Note: this typically is the Director of Education, Chief Financial Officer or equivalent)

Mr./Mrs./Ms./Dr.:

Given Name:

Last Name:

Position/Title:

Phone Number:

Email Address:

Independent Schools are expected to own, operate, or utilize school facilities that meet the following standards:

☐ Meets all applicable public health, safety, fire and building standards. Please provide proof (e.g. copy of fire department inspection report, public health inspection report, other).

☐ School entrances and exits are clear and not blocked.

☐ Student classrooms, hallways, bathrooms, gyms and designated or multipurpose rooms in the school are safe to enter, exit and be occupied for extended periods of time for children of the ages for which the school provides programming.

☐ Fire extinguishers and smoke alarms are checked routinely and are currently in working order.

☐ Has no mould or other factors that would make it an unhealthy environment for children.

☐ Complies with applicable municipal zoning bylaws.

Section II – Programming Information

Qualified Independent Schools are required to employ teachers with a Professional "A" teaching certificate as classroom teachers. Qualified Independent Schools must have a minimum of one (1) Professional "A" teacher employed full time for every 40 students enrolled in the school.

Teachers new to the province are responsible to apply directly to Educator Services, Ministry of Education, for certification. For information regarding certification please visit the following website: www.education.gov.sk.ca/certification.

1. Name of Principal and teacher certificate number:

2. Current number of Saskatchewan Professional "A" teachers:

3. Current full time equivalence (FTE) count of Saskatchewan Professional "A" teachers:

4. Proposed Professional "A" Teacher assignments for the 2013-2014 school year:

Teacher Name (if available)	**Grade/Course**

Please ensure that all Saskatchewan Professional "A" teachers have updated their information on the Electronic Educator Profile (available on line at www.education.gov.sk.ca/EEP).

Program Offered

Registered independent schools seeking designation as a Qualified Independent School are required to implement the Saskatchewan Curriculum.

Schools will be required to provide detailed curriculum information to ensure alignment with Saskatchewan curriculum. For each grade and subject that the school is authorized to offer you will be asked to identify how your school is meeting the outcomes and indicators outlined. Further information regarding this request will be sent to you after this application has been received. Information regarding outcomes, indicators and resource materials can be found on our website at: www.curriculum.gov.sk.ca.

Please provide a list of key resources that may be used in addition to those resources recommended by the Ministry of Education.

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Operational/Instructional Days

The Independent Schools Regulations specify that registered independent schools are required to follow a school year that is consistent with *The Education Act, 1995.* Currently the school year consists of 197 school days.

The school year for students begins Tuesday, September 3, 2013.
The first day of classes for students is: _____

☐ Please provide a copy of the **2013-2014 school calendar** with this application.

Section III – Financial Operations/Management

Student Enrolment Data

Provincial funding is based on the actual number of eligible Kindergarten to grade 12 students registered in a Qualified Independent School. Only those students who are Saskatchewan residents are eligible for funding. Kindergarten students attending both a public and a Qualified Independent School are counted in the eligible enrolment of the public school and will not be eligible for funding in the Qualified Independent School.

Information regarding the submission of student enrolment data will be sent to you in late Spring. Enrolment data must be provided to the Ministry of Education by mid September of each year.

For budgetary purposes please complete the form below.

Grades	**Actual 2012-2013 Student Enrolment**	**Estimated 2013-2014 Student Enrolment**
TOTAL		

Financial Statements

The Education Act, 1995 holds the K-12 education sector accountable for effective and efficient delivery of educational services. The Ministry of Education requires approved annual financial statements and management information as part of its accountability framework.

☐ Please provide a copy of the most recent audited/reviewed financial statements for the school.

I certify that all information provided in the *2013-2014 Application For Funding of Qualified Independent Schools* is true and accurate and if any information changes, I agree to provide a written description of the changes to the Independent Schools and Home-based Education Unit in a timely manner.

_____ _____
Signature of the President/Chairperson Date

_____
Print Name

TO BE COMPLETED BY MINISTRY OF EDUCATION

_____ _____
Approved by Director of Independent Schools and Home-based Education Date