

## APPENDIX E: SAMPLE YEARLY PLANNER

### Planning and Reporting

Note: Important dates for schools can be added as needed.

Date	Task	Level
September 30 September 30	<ul style="list-style-type: none"> <li>• Enrolment and workload survey</li> <li>• Refine Annual School Plan</li> <li>• Refine IEPs, BIPs, AEPs</li> <li>•</li> </ul>	School School
October	<ul style="list-style-type: none"> <li>• Annual School Planning Report to School Division</li> <li>•</li> <li>•</li> </ul>	School
October 31	<ul style="list-style-type: none"> <li>• Annual School Planning Reports to Department</li> <li>• Annual Division/District Reports to Department</li> <li>• Annual Student Services Report to Department</li> </ul> <p>Include the following as appropriate:</p> <ul style="list-style-type: none"> <li>• Early Childhood Development Initiative (ECDI)</li> <li>• Aboriginal Academic Achievement Grant (AAA)</li> <li>• Early Literacy Intervention Initiative [Program Plan and Evaluation Report due]</li> <li>• Early Numeracy Grant</li> </ul>	Division  School Division
November	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	
December	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	
January	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	
February	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	
March	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	
April	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	
May	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	
June 5 June 15	<ul style="list-style-type: none"> <li>• Individualized Education Plans developed</li> <li>• Community Report (copy to the Department via the school division/district)</li> <li>•</li> <li>•</li> </ul>	School School

### Template for Planning and Reporting Timeline

School		School Division		Education, Citizenship and Youth	
Planning	Reporting	Planning	Reporting	Planning	Reporting
Date:	Date:	Date:	Date:	Date:	Date:
Activity:	Activity:	Activity:	Activity:	Activity:	Activity:
Date:	Date:	Date:	Date:	Date:	Date:
Activity:	Activity:	Activity:	Activity:	Activity:	Activity:
Date:	Date:	Date:	Date:	Date:	Date:
Activity:	Activity:	Activity:	Activity:	Activity:	Activity:
Date:	Date:	Date:	Date:	Date:	Date:
Activity:	Activity:	Activity:	Activity:	Activity:	Activity:

## Sample Planning and Reporting Timeline

School		School Division		Education, Citizenship and Youth	
Planning	Reporting	Planning	Reporting	Planning	Reporting
April/May <ul style="list-style-type: none"> <li>• evaluate previous year</li> <li>• generate goals: main/new</li> <li>• consider planning team</li> <li>• consider grant needs</li> <li>• consider other reports (AAA, et cetera)</li> <li>• consider school division/ Department priorities</li> </ul>		By March/April <ul style="list-style-type: none"> <li>• inform schools of available grants, share school division goals, identify resources to support planning process</li> </ul> By May <ul style="list-style-type: none"> <li>• format of School/ Division Planning Report to communities</li> </ul>		<ul style="list-style-type: none"> <li>• feedforward (use data from School/ Division Planning Reports to inform provincial planning)</li> </ul>	<ul style="list-style-type: none"> <li>• feedback on reports               <ul style="list-style-type: none"> <li>- to schools</li> <li>- to divisions</li> </ul> </li> </ul>
September <ul style="list-style-type: none"> <li>• refine School Plan</li> </ul>	June/September <ul style="list-style-type: none"> <li>• report to communities</li> <li>• present plan/last year's plan profile</li> </ul>	Ongoing <ul style="list-style-type: none"> <li>• revisit plan</li> <li>• celebrate successes</li> </ul>	June/September <ul style="list-style-type: none"> <li>• submit Division Planning Report to community with School Planning Report</li> </ul>		<ul style="list-style-type: none"> <li>• Annual Provincial Report Student Learning</li> </ul>
October/April <ul style="list-style-type: none"> <li>• implement/ review plan</li> <li>• revisit plan</li> <li>• celebrate successes</li> <li>• make adjustments</li> <li>• back to top of page</li> </ul>	October <ul style="list-style-type: none"> <li>• submit planning report to school division</li> </ul>	October <ul style="list-style-type: none"> <li>• 'critical friend' review</li> <li>• feedback on School Plans: goals, implementation</li> </ul>	October <ul style="list-style-type: none"> <li>• submit all planning reports to Department</li> </ul>	<ul style="list-style-type: none"> <li>• review report rubrics</li> </ul>	<ul style="list-style-type: none"> <li>• return report results</li> </ul>
		March/April/ May <ul style="list-style-type: none"> <li>• 'critical friend' review</li> <li>• feedback on results</li> <li>• future goals</li> </ul>			

