

**TRI-COUNTY REGIONAL CENTRE FOR EDUCATION  
POLICY and PROCEDURES**

<b>Title</b>	<b>Effective Date</b>	<b>Revision Date</b>	<b>No. of Pages</b>
<b>No. 902 SCHOOL ANNUAL REPORTING</b>	<b>May 26, 1998</b>	<b>November 3, 2015</b>	<b>1</b>

It is the policy of the Tri-County Regional Centre for Education for all schools to file a School Annual Report, which will provide an evaluation of the school's priorities and initiatives identified in November in the School Improvement Plan.

**Principles Guiding Policy**

The above policy statement is based upon the following principles:

- The School Annual Report will reflect the school improvement process;
- The School Annual Report will be a collaboration by all members of the school community;
- The School Annual Report will encourage continuous improvement and self monitoring.

**PROCEDURE** under Policy No. **902**

The School Advisory Council shall prepare in partnership with the Principal the School Annual Report.

School Advisory Councils will submit a School Annual Report to the Tri-County Regional Centre for Education by the last day of June or by the date stipulated in their Letter of Agreement.

The School Annual Report needs to assess and report upon the priorities and initiatives identified by the school as part of the Annual School Improvement Plan.

An overview of the school as well as an overview of school activities is encouraged to be incorporated in the School Annual Report.