

**BUFFALO TRAIL PUBLIC SCHOOLS  
ADMINISTRATIVE PROCEDURES  
HANDBOOK**

**CODE:** 302.6AP Exhibit 1

**TITLE:** Locally Developed Courses Annual  
Monitoring Form

**PAGE:** 1 of 1

**APPROVED:** 2020.05.13 (2007.12.19)

**AMENDED:** 2020.05.04

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**LEGAL REFERENCE:** Education Act Section 18(1) and 53 (2);  
Alberta Education Guide to Education K-12

**CROSS REFERENCE:**

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This form must be completed for each school offering a locally developed course and a copy must be submitted to the Superintendent of Schools or their designee by June 1 for submission for approval for the next school year.

This form must be accompanied by the current course outline and resource lists.

School Name: \_\_\_\_\_

Course Name: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Student Enrollment for the current year: \_\_\_\_\_

**Monitoring Statement:**

I have monitored the above-named course during the \_\_\_\_\_ school year and affirm that it meets the standards and requirements set out for Locally Developed Courses in the Guide to Education, Alberta Education Policy, Education Act 18 (1) and 53 (2) and 302.6AP Locally Developed/Acquired & Authorized Courses admin procedures.

Based on this monitoring process, I am requesting that the Board approve the course for another year under these policies.

Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_