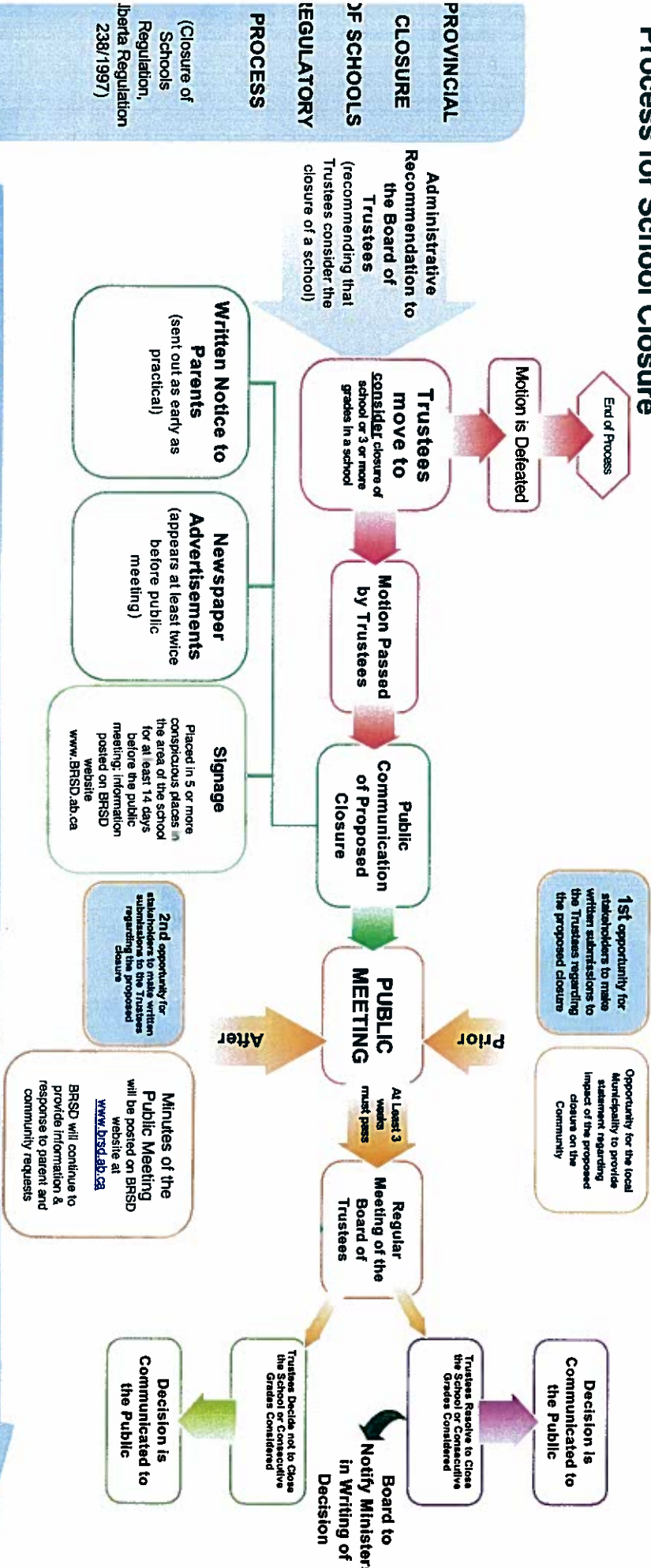


# Process for School Closure



**PROVINCIAL CLOSURE OF SCHOOLS REGULATORY PROCESS**  
 (Closure of Schools Regulation, Alberta Regulation 238/1997)

**JANUARY**  
 ALL SCHOOL CLOSURE PROCEDURES SHALL BE INITIATED & COMPLETED WITHIN THE SCHOOL YEAR IN WHICH THE DECISION TO CLOSE IS MADE.  
 • Minister may extend this time frame, upon written request from the Board

**APRIL**

**Written Notice to Parents shall set out:**

- how the closure would affect the attendance area
- how the closure would affect attendance at other school's programs
- information on the Board's long range capital plan
- number of students who would need to be relocated as a result of a closure
- need for, and extent of bussing
- program implications for other schools and for the students when they are attending other schools/program
- educational and financial impact of closing the school/program
- educational and financial impact if the school/program were to remain open
- time and location of the public meeting
- final date that written submissions will be accepted by the Board

**Written Notice to Parents may set out:**

- capital needs of the school's/programs that may have increased enrollment as a result of closure
- possible uses of the school building or space in the school building if the entire school is being closed or three or more consecutive grades in the school building are being closed entirely

Adapted from:

- Edmonton Public Schools
- Calgary Board of Education
- Pembina Hills Regional Division #7



BATTLE RIVER SCHOOL DIVISION

June 2012