

# Qualified Independent School Application (Form B)

In Saskatchewan, registered independent schools that meet specific criteria stipulated in legislation are eligible for designation as qualified independent schools.

## Policy

Criteria required for designation as a qualified independent school are outlined in subsections 10(1)(2)(3), 10.1(1) and 16(1.1) of *The Registered Independent Schools Regulations*:

10(1) Every qualified independent school and certified independent school operating in Saskatchewan shall:

(a) be incorporated or continued pursuant to *The Non-profit Corporations Act, 1995* or *The Non-profit Corporations Act, 2022*;

(b) have a physical presence in Saskatchewan evidenced by the following:

(i) a school administration office located in Saskatchewan;

(ii) a Saskatchewan postal address; and

(iii) a Saskatchewan telephone number; and

(c) be a separate corporation from any religious order or society that has a membership interest in or otherwise has a connection with the qualified independent school or certified independent school.

(2) The non-profit corporation incorporated or continued pursuant to subsection (1) must not conduct any business, carry on any activity or exercise any power other than for the purposes of the ownership, governance, administration, management and operation of the qualified independent school or the certified independent school, as the case may be.

(3) A qualified independent school or certified independent school that offers programs and courses at more than one location in Saskatchewan must be separately incorporated or continued pursuant to *The Non-profit Corporations Act, 1995* or *The Non-profit Corporations Act, 2022* for each location

10.1(1) A registered independent school may apply to the minister for a certificate of qualification as a qualified independent school if the registered independent school:

(a) has lawfully operated as a registered independent school for at least 2 consecutive years immediately before making its application for a certificate of qualification;

(b) is owned and operated by a non-profit corporation in accordance with section 10;

(c) notwithstanding subsection 30(3), conforms to provincial curriculum policy, as determined by the minister;

(d) provides approved educational programs and approved courses of study in accordance with the provincial curriculum policy, as determined by the minister;

(e) in employing independent school teachers, employs only registered teachers who hold a valid Professional A Teacher's Certificate issued pursuant to *The Registered Teachers Act*;

(f) agrees to submit annual financial statements to the minister, in the form and within the period required by the minister;

(g) keeps a full and accurate record of the proceedings, transactions and financial affairs of the registered independent school;

(h) prepares or causes to be prepared any reports and returns concerning statistical data, budgetary information and the operation of the registered independent school that may be required from time to time by the minister;

(i) agrees to be supervised and inspected by ministry officials;

(j) complies with ministry policies, directives and administrative procedures, unless the minister agrees in

- writing to allow those policies, directives and administrative procedures to be adapted or amended to meet the needs of the registered independent school;
- (k) in the opinion of the minister, subscribes to the goals of education for Saskatchewan;
- (l) does not have an associate school agreement with a board of education or the conseil scolaire; and
- (m) in the preceding 24 months:
  - (i) has not been on probation as a registered independent school; and
  - (ii) has not had its certificate of registration suspended or cancelled.

16(1.1) The principal appointed for a qualified independent school or a certified independent school shall not be a member of the board of directors of the non-profit corporation that owns and operates the school.

To be considered eligible as a qualified independent school (QIS), please complete one application per school seeking designation. An original signed copy of the application and supporting documents must be submitted by **December 31** to be considered for certification for the beginning of the following school year.

Please submit application materials to:  
 Ministry of Education  
 Independent Schools & Home-based Education  
 Programs Branch  
 409A Park Street REGINA  
 SK S4N 5B2  
 Email: [programsed@gov.sk.ca](mailto:programsed@gov.sk.ca)

Late or incomplete applications will not be accepted. Please contact [programsed@gov.sk.ca](mailto:programsed@gov.sk.ca) if you require assistance to fill out the application.

**NOTE: Qualified independent schools are not required to reapply each year for designation.**

## Administration Information

School Information	
School Name	Grades Offered
Corporate Name of the School (please attach copy of the Non-Profit Corporation Certificate and profile entity report)	School Number
Mailing Address	Street Address
City/Town	Province/Postal Code
School Phone Number	School Email Address

School Contacts	
School Director	School Principal
Phone	Phone
Email	Email
Chairperson Information	
Name	
Phone	Email

## Curriculum and Programming Information

### Curriculum

Registered independent schools seeking designation as a qualified independent school are **required** to implement the Saskatchewan provincial curriculum.

Following submission of this application, schools will be required to submit detailed information on proposed curricula to ensure alignment with the Saskatchewan provincial curriculum. For further information on Saskatchewan curriculum outcomes, indicators and learning resources, please review the curriculum website at [www.curriculum.gov.sk.ca](http://www.curriculum.gov.sk.ca).

### Supervision/Inspection

All qualified independent schools are supervised and inspected by ministry staff a minimum of three times per school year. Supervision generally involves environment/facility inspections, meeting with the principal, examining school documents (timetables, resource materials and report cards) and making classroom visits to observe adherence to mandated provincial curricula. Classroom visits may involve reviewing student work, classroom resources and speaking to teachers and students about teaching and learning.

### Operational/Instructional Days

*The Education Act, 1995*, and regulations ensure students have adequate instructional time by prescribing a minimum of 950 hours of instruction for grades 1 to 12 and 475 hours of instruction time for Kindergarten over the school year. Qualified independent schools must adhere to these regulations. For further information, please review sections 17 to 23 of *The Education Regulations, 2019*, regarding the school year, including the school day, school holidays, vacation periods, instructional time and non-instructional time. In addition, please review section 163 of *The Education Act, 1995*, for information regarding the school year. The school year for students cannot begin earlier than September 1.

Please provide a copy of the proposed **school calendar** with this application to ensure compliance with the legislation.

### Professional Staff 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** Professional A teacher employed full time for every 40 students enrolled in the school.

Teachers new to the profession or new to the province are responsible to apply directly to the SPTRB ([www.sptrb.ca](http://www.sptrb.ca)) for information regarding certification.

What is the number of Professional A staff employed in your school? \_\_\_\_\_

### Professional Staff and Proposed Teaching Assignment(s)

Teacher Name	Teaching Assignment(s)	Full-time Equivalent Count	Professional A Certificate #
Joe Smith	Principal/Gr. 8 Math	.5	6294005

### Financial Operations/Management

#### Student Enrolment Data

Funding of 50 per cent of the provincial per student average will be provided to qualified independent schools based on the actual number of eligible Kindergarten to Grade 12 students registered in the school. Only those students who are Saskatchewan residents will be eligible for funding. Enrolment data must be provided to the Ministry of Education by **September 30<sup>th</sup>**.

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.

To plan for the upcoming school year, the ministry requests an estimate of student enrolment. For this purpose, please complete the form below and add additional lines as required.

Grade(s)	Current Year's Actual Student Enrolment	Estimated Upcoming Year's Student Enrolment
Kindergarten		
Grades 1-5		
Grades 6-9		
Grades 10-12		
<b>TOTAL</b>		

#### 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.  
**Statement must be from within the current calendar year.**

**Application Checklist**

Please ensure all the following components are included with the application:

- copy of the school's non-profit corporation certificate and current profile entity report;
- most recent fire department inspection report and public health inspection report (if applicable);
- proposed school calendar; and,
- most recent audited/reviewed financial statements for the school.

**Authorization**

I certify that all information provided in this application is true and accurate, and if any information changes, I agree to provide a written description of the changes to the Ministry of Education in a timely manner.

<b>Signature of President/Chair</b>	<b>Print Name</b>	<b>Date</b>

<b>For Ministry of Education Use Only</b>	
Proceed with application: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Comments:	
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Director, Independent Schools & Home-based Education	Date