



September 16, 2011

Dear Independent School Authorities and Principals:

**Re: Board/Authority Authorized Courses Review Process**

Effective immediately, public school districts are no longer required to submit their full course frameworks to the Ministry for review. Independent schools will continue to retain their frameworks for review by inspectors during regularly scheduled inspections.

However, both Boards and Independent School Authorities will be required to submit a *Board/Authority Authorized Course Form* (BAA Course Form) for each new course. The BAA Course Form must be signed by Superintendents and Board Chairs (for public schools) and Independent School Authority Chairs or their designate (for independent schools). The completed form will serve to notify the Ministry of newly developed courses. Note that the new BAA Course Form will NOT be required for existing BAA courses, only those courses authorized as of August 2011. BAA course requirements are outlined in the following documents:

- *School Act* (if offered by a Board),
- *Independent School Act* (if offered by an Independent School Authority),
- *Board Authority Course Order*,
- *Board/Authority Authorized Courses: Requirements and Procedures (updated in 2011)*, and
- *ESL Guidelines - Template for BAA Language Acquisition/Culture Courses*.

The revised *Board/Authority Authorized Courses: Requirements and Procedures* document and new BAA Course Form is now available on-line at [http://www.bced.gov.bc.ca/graduation/board\\_authority\\_courses.htm](http://www.bced.gov.bc.ca/graduation/board_authority_courses.htm).

In keeping with the Ministry's priority for an environmentally friendly paperless workplace, we ask that new course forms be returned to the Ministry electronically. Please submit your BAA Course Forms to [EDUCSCB@gov.bc.ca](mailto:EDUCSCB@gov.bc.ca).

Please feel free to address any questions about this change to [Sandra.C.Smith@gov.bc.ca](mailto:Sandra.C.Smith@gov.bc.ca).

Sincerely,

Theo Vandeweg  
Inspector of Independent Schools