

**2025 - 2026 School Year**

# **Sturgeon Learning Centre**

## **Home Education Guide**

Gibbons Location

**5028 - 49 St.  
Gibbons, AB  
T0A 1N0**

Morinville Location

**9820 - 104 St.  
Morinville, AB  
T8R 1L8**

**STURGEON  
LEARNING  
CENTRE**



*Learn & grow.*

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# Welcome to Parent Directed Home Education

Sturgeon Public Schools (SPS) would like to welcome you to our Parent Directed Home Education program.

## **Mission**

Sturgeon Public Schools Home Education is a partnership of students, parents, and teachers dedicated to student learning, the achievement of educational goals, and the realization of personal challenges.

## **Vision**

Our vision is to enable students to build a personalized educational program to match the uniqueness of their learning needs, their environment, and their interests. The Sturgeon Public Schools Home Education Program is dedicated to the success of student learning.

## **Mandate**

For students within our jurisdiction, it is our mandate to provide efficient and effective access to home-based education alternatives that provide opportunity for student success. Our program recognizes the primacy of the parent as an educator. We believe that parents possess a natural ability and the desire necessary to provide their child with an education. The child's success is directly proportional to the motivation of the student and the commitment by the parents.

# Home Education Programming at SPS

We trust in the primacy of parents as educators of their children. We are committed to supporting and enriching the unique learning journey of each student within our program.

Within Sturgeon Public Schools, the programming for Home Education is the following:

## **Parent Directed Home Education: Traditional Home Education**

Parents are responsible for student learning: curriculum selection, planning, teaching, and assessing student progress.

The Parent Directed Program in Sturgeon Public Schools is designed for parents who wish to be primarily responsible for offering an education program to their child. The parents are responsible for developing, administering, managing and evaluating the progress of the student, and maintaining a record of those studies for their children. In the Parent Directed Program, a Home Education Facilitator provides support to parents and monitors a child's progress throughout the school year.

# Roles and Responsibilities

## Home Education Instructor

Parents are responsible for student learning. As such, they must ensure that the child's educational program is consistent with the learning plan and the student learning outcomes listed in the Education Act Home Education Regulation 89/2019 or the Alberta Program of Studies.

Evaluation of the child's progress is done a minimum of twice a year where the Home Education Facilitator evaluates the student and reviews the student portfolio.

### Parents Responsibilities are as Follows:

- Develop an education program that meets the Home Education Regulation requirements and aligns with the SPS Learning Plan.
- Actively evaluate the child's progress: maintain a portfolio of the child's work and keep records of formal evaluations; provide upon request.
- Submit a mid and year end written summary of the child's progress toward the learning outcomes identified in the learning plan.
- Attend review meetings with the Home Education Facilitator twice yearly to evaluate student progress. The child should be available for these meetings.

## SPS Home Education Facilitator

The Home Education Facilitator is a certified Alberta teacher whose role is to facilitate student learning by providing guidance and assistance to the parent.

### Facilitator Responsibilities are as Follows:

- Make recommendations to the parents on matters that will assist the student in attaining a higher level of achievement.
- Advise parents on progress of the student based on evaluations of student progress and review of portfolio.
- Collaborate with parents on maintaining records of student progress for future reference.
- Provide information about available resources (digital resources, websites, applications, equipment) and services (school and community events).

# Registration Process

## Registration for Home Education with a School Board

Registration with Sturgeon Public Schools Home Education program is detailed below:

1. Parent completes Home Education Regulation A.R.145/2006 Notification Form and the SPS Student Registration Form.
2. Parent contacts Home Education Facilitator to arrange an intake appointment with the Home Education Facilitator; this process can be done in-person or virtually.
3. Parent and child meet with Facilitator to discuss the learning plan.
4. Complete other forms as necessary.
5. Submit completed Learning Plan to Home Education Facilitator by September 30th.

## Registration for Home Education via the Unschooling Process

Parents have the option of unschooling their child, in which notice must be given to the Minister of Education; students do not receive any educational funding through the unschooling process and are not required to be registered with a school board. For additional information, please see the page 11, Additional Information and Resources.

# Program Funding and Fees

## Funding Schedule

Students that are registered before the September 30<sup>th</sup>. deadline are eligible to receive supplemental funding (Home Education Regulation 89/2019) for the purchase of resources and services to support the delivery of the Home Education Plan.

## Parent Directed Home Education

2025-2026 Funds Available (Kindergarten): \$ 450.50 per child (subject to change without notice).

2025-2026 Funds Available (Grades 1 to 12): \$901.00 per student (subject to change without notice).

## Registration After the September 30<sup>th</sup>. Deadline

Parents who register their child for Home Education after the September 30<sup>th</sup>. deadline may do so, provided that the previous school they were registered in has been provided notice and the transfer has been approved by administration of Sturgeon Learning Centre.

Supplemental funding is still available, but it is prorated to the month that the student begins the Home Education program. Also, please note that students that are registered in Home Education cannot be registered to do programming with another school or take coursework as a concurrent student through Sturgeon Learning Centre.

# Standards for Reimbursement

Expenses submitted for reimbursement should cover a variety of outcomes based on the learning plan developed. Expenses for the following resources are typically reimbursed up to the maximum allocation for expenses incurred during the current school year:

- Instructional print materials.
- Instructional software and/or digital resources.
- Instructional videos.
- Art supplies.
- Basic Physical Education supplies.
- Consumable materials (workbooks, writing supplies).
- Technology.
- Registration fees for student in educational programs (group lessons for music, drama, swimming, dance).
- Entrance to educational facilities (ex. local, provincial, and/or federal museum) for the student.
- Admission fees for fine art presentations (eg. theatre, art gallery) for the student.

Reimbursements will not be made as a form of personal remuneration, to pay travel costs, food or other expenses usually required to be paid by a parent or guardian. Consult the Standards for Home Education Reimbursement for further clarification of the goods or services that are eligible to be claimed (located on page 11 - Additional Information and Resources).



# Steps for Reimbursement

Parents are responsible for educational costs and may submit receipts between October 1<sup>st</sup> and May 15<sup>th</sup> for reimbursement for the current school year. Please note that access to funding support is only provided after the Learning Plan is submitted.

The steps to submit a claim are the following:

1. Purchase materials and related educational services.
2. Complete and sign a Reimbursement Request Form. A separate form should be filled out for each child.
3. Attach original receipts.
  - If you require your original receipt for warranty purposes, please note this on the Reimbursement Request Form. It will be returned to you after your reimbursement has been processed.
  - Loose receipts must be taped to a letter size paper (8 ½ x 11", singled sided) with all information clearly visible.
  - Claims can be submitted in two batches or in one amount before the May deadline.
  - If you have made a purchase outside of Canada, attach a copy of your credit card statement that shows the exchange rate at the time of purchase. Or, provide a print-out of the currency used and the equivalent in Canadian dollars; please see page 11, Additional Information and Resources for the link.
4. Submit Reimbursement Request to the Home Education Facilitator, either in-person or via e-mail.
5. All submissions will be reviewed for approval by the Principal of Sturgeon Learning Centre.
6. Once approved, the reimbursement form will be submitted to the Finance Department. Processing of funding will be done as quickly as possible, but may vary from 2 to 4 weeks from the date of submission.

If an item being claimed is not listed in your learning plan as a resource, please add it and send the revised learning plan to the Home Education Facilitator prior to submitting your claim.

## Provincial Achievement Tests (PAT's)

Students in grades 6 and 9 that are enrolled in Parent-Directed Home Education have the opportunity to write Provincial Achievement Tests.

We encourage parents to consider their child's participation as they can be excellent check points or measures in a child's education.

Participation must be communicated to the Home Education Facilitator by February. If parents or guardians choose not to have their child write the PAT's, a written, signed, and submitted request form is required to excuse a child from the examinations.

## Senior High School and Home Education

Students in grades 10, 11, and 12 may register in Home Education, but will not meet the requirements to obtain a High School Diploma or a Certificate of Achievement through Sturgeon Public Schools

If parents or guardians would like their child to obtain a High School Diploma or a Certificate of Achievement, they may register them through Sturgeon Learning Centre.

Sturgeon Learning Centre (Morinville Location)  
Frank Robinson Education Centre  
9820 - 104 St.  
Morinville, AB  
T8R 1L8

Sturgeon Learning Centre (Gibbons Location)  
5028 - 49 St.  
Gibbons, AB  
T0A 1N0

# Additional Information and Resources

Please see the following links regarding additional information and resources for Home Education:

Alberta Education (Home Education): <https://www.alberta.ca/home-education>

Education Act, Home Education Regulations: [https://kings-printer.alberta.ca/570.cfm?frm\\_isbn=9780779818662&search\\_by=link](https://kings-printer.alberta.ca/570.cfm?frm_isbn=9780779818662&search_by=link)

Home Education Notification Form:  
[https://www.alberta.ca/system/files/custom\\_downloaded\\_images/edc-home-education-notification-form-program-supervised-by-school-authority.pdf](https://www.alberta.ca/system/files/custom_downloaded_images/edc-home-education-notification-form-program-supervised-by-school-authority.pdf)

SPS Registration Process: <https://www.sturgeon.ab.ca/register>

Home Education Unschooling Process: <https://www.alberta.ca/home-education>

Home Education Unschooling Process Form:  
[https://www.alberta.ca/system/files/custom\\_downloaded\\_images/edc-home-education-notification-form-program-not-supervised-by-school-authority.pdf](https://www.alberta.ca/system/files/custom_downloaded_images/edc-home-education-notification-form-program-not-supervised-by-school-authority.pdf)

Home Education Learning Plan Template: <https://www.sturgeon.ab.ca/download/355682>

Home Education Reimbursement Standards Form:  
<https://open.alberta.ca/publications/standards-for-home-education-reimbursement>

Home Education Reimbursement Claim Form: <https://www.sturgeon.ab.ca/download/355679>

Foreign Currency Converter: <https://www.xe.com/en-ca/>



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**Questions?  
Contact us.**

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