



January 2020

Dear Parent(s):

Welcome to the Calgary Board of Education. We look forward to working collaboratively with you to create a successful transition for your student.

Calgary Board of Education's transition timeline:

### January / February

- All students who will be attending a CBE school must register at their designated community school; determined by the home address, regardless if a specialized program or a unique setting may be considered. Registration for CBE schools begin on January 20, 2020. [Find a School](https://www.cbe.ab.ca/schools/find-a-school/Pages/default.aspx) <https://www.cbe.ab.ca/schools/find-a-school/Pages/default.aspx>
- The private operator your child is currently registered with will share information about your child with CBE through the Private Operator referral form.
- CBE staff will review Private Operator referrals

### March / April / May / June

- A transition plan will be developed, which could include school staff visiting your child in their current setting, your child visiting their new school, etc.
- If appropriate, the recommendation of placement in a specialized program or unique setting will be discussed.
- If your student is offered placement in a specialized program or unique setting and you accept it, you will sign a placement letter and complete any other required paperwork (including transportation forms if appropriate).

Please direct any questions to the appropriate entry-level contact for:

Grades 1 - 12	Lanna Myers	403-817-7635	lmyers@cbe.ab.ca
Pre-Kindergarten and Kindergarten	Melody Pelling	403-477-0610	mlpelling@cbe.ab.ca

Sincerely,

M. Cyndi McNiven, Director  
Inclusive Education | School Improvement