



# Private Operator Referrals | 2020-2021

**Date:** January 2020  
**To:** [Private Operators](#)  
**Re:** **Transition to The Calgary Board of Education (CBE)**

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In collaboration with parents and Private Operators, the CBE looks forward to supporting the transition of students **who are residents of the Calgary Board of Education** for 2020/2021 school year.

**New this year:** All students who are residents of the CBE and will be attending a CBE school (regardless if a specialized class or unique setting will be considered) must register at their designated community school determined by the home address.

Transition process:

1. Complete and submit the Private Operator Referral form electronically; in its entirety before **February 14, 2020**. Incomplete forms will be returned.
  - submit each referral form (**in word format**) in a separate email to [privateoperatorreferrals@cbe.ab.ca](mailto:privateoperatorreferrals@cbe.ab.ca) with the subject title being the student's **last name** followed by their **first name, middle name**
  - **new this year:** *ECS Mild and Moderate* referral forms are no longer required. Please advise parents to register at their designated community school
2. CBE staff will review the information and plan for next steps, which may include:
  - arranging a student observation
  - completing a file review
  - connecting with parents
3. The receiving school will request the student's file from the Private Operator. Please ensure all reports and assessments are included in the file.

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

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