



November 30, 2021

Parents and Guardians,

In the spring each year, the Calgary Board of Education prepares a report called the Three-Year System Student Accommodation Plan (SSAP). It identifies schools with student accommodation challenges over a three-year timeframe.

Accommodation challenges vary but some common issues include schools being too full, schools with declining enrolment or schools experiencing a shift in student demographics. Sometimes the issue affects only one or two schools, and other times a group of schools need to be considered together.

In developing the SSAP each year, CBE Planning examines the following on an annual basis: current trends of growth and attrition in CBE programs (including the regular program), the demographic composition of new and established communities, community growth/decline, birth data, census data and other variables. A geographical information system is also used to “geo-code” our students every year. This allows us to analyze the educational choices students make in relation to where they are living.

Our school has been identified in the CBE’s 2021-2024 SSAP.

Why is our school part of the 2021-2024 SSAP?

You are receiving this because your school is on the SSAP and this could mean that communications or engagement would be needed with your community in future to determine how excess space could be used. It’s important that we not wait until right before action is required to inform parents that the school is on the SSAP, and that we be proactive in advising them when the school is added to or remains on the plan.

We are monitoring enrolment to determine if changes are needed. If changes are deemed necessary, we will begin accommodation planning, a collaborative process that helps manage the issue while considering all practical solutions.

What are some of the possible changes we could see?

Should your school’s enrolment remain stable or increase, no action may be needed. However, should enrolment continue to stay the same or decline, an alternate use for the excess space could be identified (e.g., lease of space, other CBE programming, CBE administrative use) or in some instances, a consideration of school closure.

When will we know more?

Some accommodation challenges identified on the 2021-24 SSAP will require attention this year. Some will be monitored and may not require action for a year or two or even longer. If a change is required at your school, you will be notified in advance.

We will provide another update in fall 2022.

How will students, parents and staff be involved?

Sometimes there are options to be explored with school communities before a decision is made. Other times there is really only one possible solution, which means school

communities will not have opportunity for input on the decision. The appropriate level of involvement is determined by guidelines in the CBE's community engagement framework, called [Dialogue](#).

How will you communicate with us when you know more?

School principals will take the lead in circulating information to their school communities. When more information is available, your principal will communicate directly with you via email or a printed letter. The school will also post updated information to the school website, share information at school council meetings and communicate through other methods as needed. Principals will work with others at the CBE to provide school communities with the information that is important and relevant to them.

How will you communicate with families new to our school?

Information will be provided at the time of registration to help families understand that the school has been identified on the SSAP and there could be changes affecting the school in the future.

How can I learn more about the SSAP and how the CBE manages space for students?

Visit our [Managing Space for Students page](#) on the CBE website. If that information doesn't answer your questions, please email fes@cbe.ab.ca.

What if I have other questions specific to my school?

Please contact your school principal. Information will also be shared at the next school council meeting.

