



November 4, 2022

Parents and Guardians,

Each year, the Calgary Board of Education (CBE) 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 problem affects only one or two schools, and other times a group of schools needs to be considered together.

In developing the SSAP each year, the following are reviewed on an annual basis: current trends of enrolment growth and decline 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. This allows the CBE to analyze the educational opportunities for students in relation to where they live.

James Short Memorial School has been identified in the CBE's 2022-2025 SSAP.

#### **Why is our school part of the 2022-2025 SSAP?**

Our school has excess capacity due to low or declining enrolment. It has also been identified that changes may be needed at our school within the next 18 months. We are monitoring the school's enrolment closely and have begun accommodation planning. Accommodation planning is a collaborative process that helps manage the issue while considering all practical solutions.

#### **What are some of the possible changes we could see?**

We may identify an alternate use for the excess space (e.g., lease of space, other CBE programming, CBE administrative use), or, in some instances, we may consider school closure.

#### **How will students, parents and staff be involved?**

Sometimes, options must be explored with school communities before making a decision. Other times there is just one possible solution, which means school communities will not have an opportunity for input on the decision. The appropriate level of involvement is determined by guidelines in the CBE's community engagement framework, called [Dialogue](#).

#### **When and how will we find out more?**

School principals will take the lead in circulating information to their school communities. You will receive a communication when more information is available, via email or a printed letter. Our school will also post updated information to its 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 essential and relevant information.

#### **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 that 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 [accommodation@cbe.ab.ca](mailto:accommodation@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.

