



June 25, 2025

## Overflow School Designation for Kindergarten to Grade 6 Regular Program Students Attending Richmond School

Dear Parents/Guardians,

Due to continued enrolment growth at **Richmond School**, the school has reached its capacity.

Effective immediately, all new kindergarten to Grade 6 registrations for Richmond School that cannot be accommodated, including new registrations in SchoolEngage, will be overflowed to **Glendale School**.

- Glendale School is in the community of Glendale at 2415 Kelwood Dr SW Calgary

All kindergarten to Grade 6 students who attend the overflow school, Glendale School, will be placed on a call-back list and offered a place at Richmond School if space becomes available.

### Are there any changes for current students attending Richmond School?

Students who are currently attending Richmond School and students who are already accepted to Richmond School for the 2025-26 school year will remain at the school until they transition to junior high school, provided they do not move out of the community.

### Why is this change happening?

Growing enrolment has caused Richmond School to reach its capacity, and an overflow must be in place to ensure the learning environment is not adversely impacted.

### What is a call-back list?

If space at Richmond School becomes available during the school year, it will be offered to students on the call-back list who are attending their designated overflow school, Glendale School.

Students remain on the call-back list while they attend the designated overflow school. Students will be removed from the call-back list if they move out of the Richmond School boundary, transfer from their designated overflow school, or decline a call-back to Richmond School. Any new registrations received for the 2025-26 school year will be added to the call-back list based on priority designation and the date and time of their registration.

**Important Notice: Please have someone translate this for you.**

**Avis Important: Veuillez s'il vous plaît demander à quelqu'un de traduire ce document pour vous.**

**重要通知: 请找人为您翻译这篇文件。**

یادداشت مهم: لطفاً شخص را با خود داشته باشید که این موضوع را به شما ترجمه نماید.

**Thông báo quan trọng. xin quý vị vui lòng hãy tìm người phiên dịch văn kiện này.**

**ਜਰੂਰੀ ਸੂਚਨਾ। ਕਿਰਪਾ ਕਰਕੇ ਇਸਨੂੰ ਆਪਣੇ ਲਈ ਕਿਸੇ ਤੋਂ ਅਨੁਵਾਦ ਕਰਵਾ ਲਵੋ**

اہم نوٹس براہ مہربانی: اگر کوئی آپ کے لئے اس کا ترجمہ کرے

**जरूरी सूचना। किरपा करके इसे अपने लिए किसी से अनुवाद करवा लें।**

**Aviso Importante: Por Favor entregar a alguien para traducirla para usted.**

**중요한 공지: 다른 사람이 이것을 당신을 위해 번역하게 해 주십시오.**

**Важное замечание: Пожалуйста, попросите кого-то чтобы Вам это перевел.**

**ملاحظة هامة: الرجاء ترجمة هذه المعلومات.**

**The lottery process will be followed for kindergarten to Grade 6 for the 2026-27 school year and beyond.** For more details on how we determine priority, please visit [our website](#).

If a student with a sibling already at Richmond School is unsuccessful in the lottery, the student must still attend Glendale School. If families would like both students to attend the same school, the older sibling has the option of transferring to Glendale School.

**How do I register for the 2025-26 school year?**

Any **new** registrations must still register for Richmond School through SchoolEngage. Once these registrations have been received, the school will determine if there is space and resources available at Richmond School.

If the student cannot be accommodated, student information is transferred to their new overflow designation, Glendale School. The student will be added to the call-back list for Richmond School based on priority. For more information on how to register, please visit [our website](#).

**Is there transportation for students attending the designated overflow schools?**

Students are eligible for transportation to their designated school or overflow school if they live beyond the walk zone. Please note that transportation fees apply to overflow situations as well. Visit [Busing & Transportation](#) for information, and to register for transportation, visit [MyCBE](#). Alternatively, families may use a paper form that is available on our [website](#).

**What if I have more questions?**

If you have questions or require additional information, please contact the Area 7 office at [Area7@cbe.ab.ca](mailto:Area7@cbe.ab.ca) or 403-777-8750 (extension 0).



David Dyck  
Director, Area 7



Garry Tink  
Director, Area 7



Catherine Ford  
Director, Planning

