

June 10, 2026

Dear Parents/Guardians,

As part of the Calgary Board of Education's (CBE) 2026–2029 System Student Accommodation Plan (SSAP), and our commitment to keeping families informed, we are sharing information about enrolment trends and considerations that may affect your child's school, Dr. E.W. Coffin School.

What is the Three-Year System Student Accommodation Plan (SSAP)?

The SSAP is the CBE's three-year plan for managing school space. Each spring, it identifies schools that may need changes because they are seeing enrolment changes or experiencing shifts in community demographics. The CBE reviews current enrolment trends, community growth or decline, birth data, demographic changes, and other relevant factors. This report, and the work that follows, keeps the CBE accountable in ensuring students have the space and stability they need to learn, and it helps families stay aware of potential changes that could affect their school.

Why is your School included in the 2026–29 SSAP?

Your school has been identified in the CBE's 2026–29 SSAP because enrolment is changing and impacting utilization at schools in your community. To ensure program stability for schools in the area, some changes may be needed at your school within the next 18 months. We are closely monitoring the situation and actively exploring solutions.

What are some of the possible changes we could see?

- **No changes** — Enrolment could stabilize, and we would continue monitoring until concerns are resolved.
- **Attendance area adjustment** — The boundaries that determine which school a student attends could be updated for one or more schools in the community.
- **Program Consolidation** - where a program at two schools can be combined into one to support ideal class size.
- **Grade configuration change** — The grade levels offered at one or more schools could be adjusted.

Note, the CBE administration is still in the planning stage. No decisions have been made.

How will students, parents and staff be involved?

Whenever possible, the CBE seeks input from school communities before making decisions. In some cases, only one viable solution is available, and broader consultation might not be possible. The CBE uses a community engagement framework called [Dialogue](#) to determine the right level of involvement for each situation.

How will we keep you informed?

We recognize the importance for you to stay informed on anything that could affect your child's education. Here is how we will communicate with you as things develop:

- **Email** — We will contact you directly when new information is available.
- **School website** — Updates will be posted through news stories and on the How-to-Register page.
- **School Council** — This fall, your principal will share information at a School Council meeting and through other communication channels as needed.

Where can I learn more about the SSAP?

You can visit the CBE [SSAP webpage](#) to read the full 2026–29 SSAP and learn more about how the CBE approaches [managing space for students](#).

What if I have questions about my school specifically?

If you have questions about how the SSAP may affect your school, please contact your school principal. They are your best source of information related to your school community.

Thank you for taking the time to read this letter. We are committed to keeping you informed as planning continues and as any decisions are made.

Sincerely,

Catherine Ford
Director, Planning