



December, 2018

Dear Parent/Guardian:

Your child's current educational program has identified that your child may need some very intentional transition planning as they move from their current setting to the Calgary Board of Education (CBE). CBE staff wishes to work collaboratively with you to ensure a successful transition. Working together in partnership with you, we can create the best possible transition plan and programming for your child. Following is a timeline of the transition plan for your child.

### December

- The private operator your child is currently registered with will share information about your child with CBE.
- The private operator will compile a CBE referral package.

### January

- Private operator personnel will submit the CBE referral package.
- CBE staff will review referral packages.
- **Registration for Kindergarten begins on January 14, 2019.**

### February/March/April

- CBE staff may contact you to gather additional information and begin the transition process.
- A transition plan will be developed, which could include school staff visiting your child in their current setting, your child visiting their new school, etc.
- If appropriate, the option of placement in a specialized program or unique setting will be discussed. To find out more about programming options, follow this link to the CBE website: <http://www.cbe.ab.ca/programs/supports-for-students/exceptional-and-special-needs/Pages/default.aspx>.
- Visits to see specialized programs and/or unique settings may be arranged in some cases.

### May/June

- Register your student in your designated community CBE school.
- If your student is offered placement in a specialized program or unique setting and you accept it, you will sign a placement letter and complete any other required paperwork (including transportation forms if appropriate).

If you have general questions about programming options or your child's transition, please contact:

**Entry to Grades 1-12**

**Lanna Myers**  
**Specialist, Complex Needs**  
**Learning**  
t | 403-817-7635

**Entry to Pre-Kindergarten & Kindergarten**

**Warren Johnson**  
**Supervisor, Early Learning**  
**Learning**  
t | 403-817-7601

Sincerely,



**Cyndi McNiven, Director**  
**Inclusive Learning | Specialized Services**  
t | 403-817-7607