



**Date:** December 15, 2018

**To:** [Private Operators](#)

**Re:** **Transition to Calgary Board of Education (CBE)**

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In collaboration with parents/guardians and Private Operators, CBE staff will support the transition of children/students **who are residents of the Calgary Board of Education** for the fall of 2019.

Under the Children First Act we do not require consent to obtain the referral information as it is “for the purpose of enabling or planning for the provision of services or benefits to a child.”

Transition process:

1. Complete the Private Operator Referral package for each child/student **electronically and submit electronically by email**, filling in each section, as this information is critical to provide a comprehensive picture of the child/students profile.
  - e-mail the package by January 25, 2019, to:  
[privateoperatorreferrals@cbe.ab.ca](mailto:privateoperatorreferrals@cbe.ab.ca)
  - submit each child/student's file in a separate email with the subject title being the child's **last name** followed by their **first name, middle name**
  - please leave as a word document and do not send as a PDF
  - attach current diagnostic documentation, assessment and progress reports
  - forward electronically (indicating in the subject line last name, first name, middle name) the spring assessment updates as they become available or give them to CBE staff if an onsite observation meeting is scheduled
  - mild and moderate referrals please use the ECS *Private Operator Mild Moderate referral form*
  - ensure you have communicated with parents that you are submitting the referral
2. CBE staff will review the information and plan the next steps, which may include but are not limited to:
  - arranging an observation of the child/student
  - completing a file review
  - meeting with parents/guardians

3. Parents /guardians are invited to visit their community school and/or specialized class.
4. The child/student registers at a CBE school.
5. A transition plan will be developed and implemented in consultation with parents / guardians. (e.g. school visits, social stories, photo albums).
6. The receiving school will request the child's/student's file from the Private Operator. Please ensure all reports and assessments are a part of the file.

Referrals received after **May 15, 2018** will be processed in August due to limited timelines.

If you have general questions about specialized classes for Grades 1-12 or around the transition process, please contact **Lanna Myers, Specialist, Complex Needs** (403-817-7635).

If you have questions around a child who will be entering Pre-Kindergarten or Kindergarten please contact **Warren Johnson, Supervisor, Early Learning** (403-817-7601).

We very much appreciate your attention to the details outlined in this letter and are looking forward to having these children join the Calgary Board of Education.

Sincerely,



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

Enclosures (3)