



Principal: Christine Parker, Assistant Principal: Lucie Salucop

April 3, 2017

RE: Returning to Westbrook Pre-registration Grades 1 to 8 for the 2017-2018 School Year

Dear Parents/Guardians,

April and May are important months for Westbrook School; we begin the planning process for the next school year. We are in the process of looking at enrolment projections, class configurations and staffing needs. **In order to plan appropriately for the 2017-2018 school year, it is important to know the students who are returning and those who will be moving on to a different school.** Having the most up to date information will help us plan our 6 combined grades configurations for grades 1 to 8, for the upcoming school year. Please detach the bottom portion of this letter and return it to the school by **Tuesday, April 11th, 2017.**

Everyone has an interest in having the best possible mix of students, which will promote all students' learning and curriculum coordination. If you have any special requests regarding your child's class placement next year, **you must provide that request in writing** to the attention of Christine Parker by May 5th, 2017. Forms can be picked up at the office or on the school website. Your request must be based on educational reasons and although we will do our best to accommodate your request, with all of the factors that are considered in creating class lists, your request may not be possible.

If you have any questions or concerns, please feel free to contact the school at 403.932.5443.

Sincerely,

Christine Parker
Principal
Westbrook School

My child _____ who is presently in grade _____

_____ **will** return to Westbrook for the 2017-2018 school year.

_____ **will not** be returning to Westbrook for the 2017-2018 school year.

_____ **we are not sure** at this point in time if my child. We will be attending Westbrook for the 2017-2018 school year. We will have a better idea by _____(date)

Please Check one of the following boxes.

___ In Westbrook Attendance Area

___ Out of Westbrook Attendance area and **have previously completed a Out of Area Form**

Parent Signature: _____

Date: _____