

April 5, 2019

Dear Parents/Guardians,

RE: Westbrook Pre-registration Grades 1 to 8 for the 2019 - 2020 School Year

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 2019 - 2020 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, **ONE FORM PER CHILD**, and return it to the school by **Thursday, April 18th, 2019**.

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 10th, 2019. Request 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

Please complete **ONE FORM PER CHILD**

- ☐ My child _____ who is presently in grade _____ **WILL RETURN** to Westbrook for the 2019-2020 school year.
- OR**
- ☐ My child _____ who is presently in grade _____ **WILL NOT** be returning to Westbrook for the 2019-2020 school year.
- OR**
- ☐ We are **not sure** at this point in time if our child _____ who is presently in grade _____ will be attending Westbrook for the 2019-2020 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 an Out of Area Form**

Parent Signature: _____

Date: _____