Quick Reference Guide for CCSD Principals

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School Dashboard – Review Pending Applications

Approve/Negotiate/Decline Application

Once the Principal has reviewed the access application, they have 3 options:

1. **Approve** Application without changes.
    2. **Negotiate** with Organization (if alternate space, dates, times are available in the school).
    3. **Decline** Application.

Depending on which option the principal chooses determines the answers to the following questions.

Question?	Approve without changes	Negotiation with Organization	Decline with no Negotiation
Is Space Requested Available?	YES	YES OR NO	NO
Is Alternate Space Available?	NO	YES OR NO	NO
Is Date(s) and Time(s) Requested Available?	YES	YES OR NO	NO
Is Alternative Date(s) and Time(s) Available?	NO	YES OR NO	NO
Is caretaker overtime required?	Dependent on School		
Do you want to send this application to the organization to review alternate space(s)/date(s)?	NO	YES	NO
Do you approve this application?	YES	NO	Decline Application

Note: When approving an application, it is automatically assumed you are accepting Option 1. If you are accepting option 2 – please indicate that in the comments!
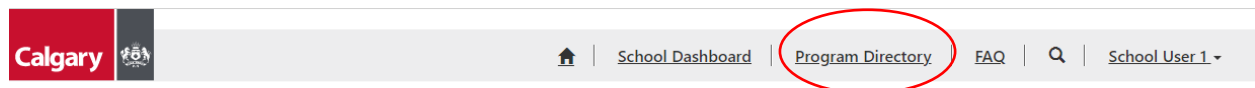
Negotiation with Organization

Principals are encouraged to negotiate with Organizations to find space available for program delivery. If the space/dates or times that the organization has requested are not available, please look at other options in your school such as alternate spaces (i.e. gym is not available, but classrooms are); alternate days (i.e. Mondays and Wednesdays are not available, however Tuesday and Thursday are); alternate times (i.e. 2:30 is too early to start as school is still in session, however program can start at 3:00)

Once an application has been sent to the organization for review, that organization may or may not accept the alternatives. And their response will be visible on the application in "Organization's acceptance of alternate options offered by school" section
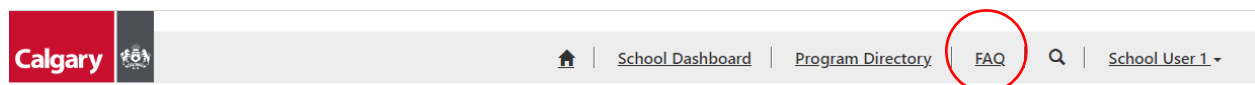
Program Directory

School staff can search and filter organizations and programs and reach out to them for programs and services in their schools.

FAQ

The FAQ page contains several Frequently Asked Questions. Please check here for answers first, if you do not find what you are looking for contact the email below.

If you cannot find what you are looking for in the FAQ's or have any issues or concerns contact schoolconnection@calgary.ca