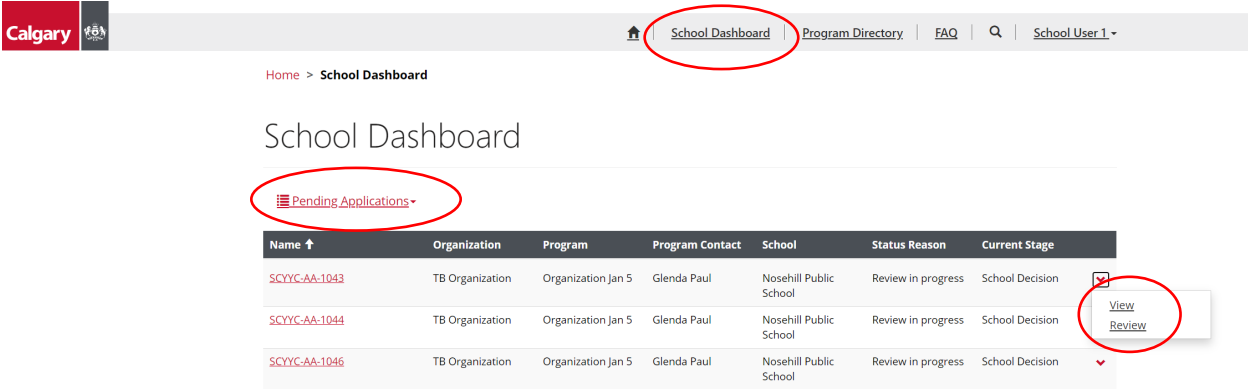




Quick Reference Guide for Principals

schoolconnections.calgary.ca

School Dashboard – review pending applications



Approve/negotiate/decline application

Once the principal has reviewed the Access Application, they have three options:

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

The option you choose will be determined by answering the following questions:

Question	Approve without changes	Negotiation with organization	Decline with no negotiation
Is the 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

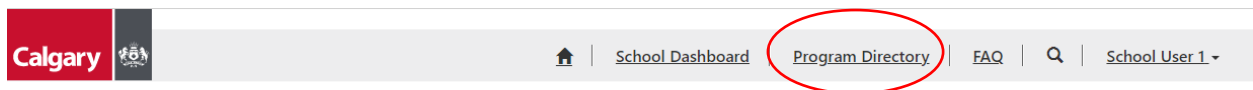
***Note: When approving an application, it is automatically assumed you are accepting Option 1 (approve without changes). If you are choosing Option 2, (negotiation with organization) please indicate that – plus the details of items to negotiate – in the comments!**

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 (e.g.. gym is not available, but classrooms are); alternate days (e.g. Mondays and Wednesdays are not available, however Tuesday and Thursday are), or alternate times (e.g. 2:30 is too early to start as school is still in session, however program can start at 3:00).

Once an application with negotiation information has been reviewed by the organization, they may or may not accept the alternatives. Their response will be visible on the application in “Organization’s acceptance of alternate options offered by school” section.

Program Directory

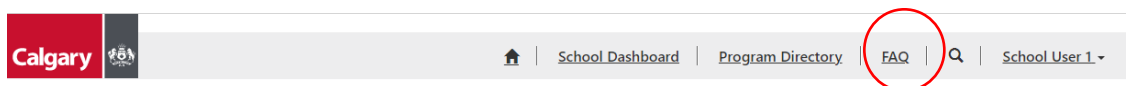


School Connections YYC

School staff can search and filter organizations and programs and contact them for information on 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.



School Connections YYC

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