



Quick reference guide for organizations

schoolconnections.calgary.ca



Step 1: Organization Pre-screen

Complete all information on the Organization Pre-screen Application.

The application is now sent to The City of Calgary who will review the application. If it is complete and meets all the requirements, the Organization will see the Status Reason for the application indicating approved.

Step 2: Program Pre-screen

Complete all information on the Program Pre-screen Application.

The application is now sent to The City of Calgary who will review the application.

The decision will be indicated on the **My programs** dashboard under CBE or CCSD Status.

Step 3: School Access

A separate Access Application must be submitted each time a program is proposed.

Complete all information on the School Access Application.

The application is now sent to the school principal who will review the application to determine if the space, days, and times are available.



Organizations will receive one of four messages under **Status Reason**:

1. **Review in Progress** - The principal is still reviewing the application and is not yet able to provide a decision.
2. **Approved** - The space, days and times requested on Option 1 have been approved by the principal and a permit for the booking will be issued by the City of Calgary.
3. **Declined** - The space, days or times requested on Option 1 have not been approved by the principal and no other options can be negotiated.
4. **Negotiating** - The principal has reviewed the application and alternative options for space, days, or times are available for negotiation.

A status of negotiating means one or more of the spaces, days or times requested for school access are not available, but the principal is willing to negotiate with other spaces, days or times that are available at that school.

Organizations are encouraged to be flexible when considering alternative options proposed by principals.

Home > My Access Applications > Review Access Application

Review Access Application

1 Program Information ✓ 2 School Response ✓ 3 Acceptance - Submission Confirmation

Acceptance Confirmation

Do you accept the alternate options provided by the school? *

No Yes

Previous Submit

FAQ

The FAQ page provides answers to many of your questions. Please check here first. If you do not find what you are looking for, contact the email address below.

schoolconnectionsyc@calgary.ca