Sample Letter to Teacher

<Date>

Dear <Teacher>:

Re: 2009-10 Class Size — School Act and Regulations — Proposed Organization of the Class

The requirement to “consult” under section 76.1 of the School Act has been triggered for the following proposed class(es) that have been assigned to you:

<table>
<thead>
<tr>
<th>Subject/Grade</th>
<th>Block</th>
<th>Number of Students</th>
<th>Number and Ministry Designation of Students Entitled to an IEP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

A copy of each of the class lists has been attached, including an indication of the students who have a Ministry designation and require an IEP. The available IEPs for these students are attached to this letter (or can be found electronically at _____________ or have already been provided to you earlier in the school year). I have also provided copies of any additional information I found relevant to my proposal for the size and organization for this/these classes in the following formats:

1. Hard copy attached
   <list>
2. Electronic Access
   <List and provide link or method of accessing electronically>
3. Information already provided to you earlier in the school year, include, but are not limited to the following:
   <list>

Please note that all district policies as well as the Freedom of Information and Protection of Privacy Act apply to your handling, storage and disposal of these documents. See the attached privacy notice.

Following your consideration of the proposed size and organization of this/these class(es), I have set aside the following opportunity for you to provide me with your views in this regard.

__________________ ___________ _______________________________________
Date Time Location

Please confirm your attendance at this meeting by completing and returning the tear-off below.

Sincerely,

<Principal>
Please check the appropriate box, then sign and return the entire letter (including first page) to 
________________________.

☐ I will be attending the meeting scheduled for <date/time/location> to discuss and provide my 
  views with respect to the proposed class size and organization of the class(es) 
  __________________________ that has/have been assigned to me.

☐ I have chosen to waive my rights under section 76.1 of the School Act to provide my views 
  to the principal on the proposed class size and organization of class(es) 
  __________________________. As a result, I will not be attending the proposed scheduled 
  meeting.

________________________   ________________________   __________________
  Name of Teacher         Signature             Date

Privacy Notice

The attached information is being provided to you solely for the purpose of class size 
consultation. You are responsible for ensuring the confidentiality of the personal information it 
contains at all times. This includes proper storage of all documentation as well as proper 
disposal once use of the documents has been completed.

As an employee of a public body, you are subject to the requirements and restrictions contained 
Therefore, you are statutorily responsible for protecting the personal information contained in 
these documents from unauthorized access, collection, use, disclosure or disposal.

You are also required to abide by all District policies and professional obligations regarding 
student privacy and the handling of confidential information.

Please do not make copies of the documents or provide access to or disclose the personal 
information contained in these documents to any third parties. Once you have consulted with 
the principal regarding the organization of the class to which the information and documents 
relate, please destroy all personal information that is not necessary for the performance of your 
duties as a teacher. Any personal information that is necessary for the performance of your 
duties as a teacher should be handled in accordance with the District’s policies and your 
professional obligations regarding student privacy.