

# 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:

Subject/Grade	Block	Number of Students	Number and Ministry Designation of Students Entitled to an IEP

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>

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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 in Part 3 (Protection of Privacy) of the Freedom of Information and Protection of Privacy Act. 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.