Month XX, 202X

**Minister of Education**

Executive Branch  
228 Legislature Building  
10800 - 97 Avenue  
Edmonton, AB, T5K 2B6

**E-mail:** education.minister@gov.ab.ca

*Delivered by email*

**Re: School Capacity Calculation**

Dear Honourable Demetrios Nicolaides,

I am grateful that within your mandate letter from Premier Smith, it states to “significantly increase the number of schools in the communities of greatest need”. Although highly important, and also an issue at hand, I do wish to address that it is equally important to ensure that school capacity numbers accurately reflect the student population of schools.

Accurately calculating school capacity ensures every student has access to a welcoming learning environment. This is why I wanted to share my story for your consideration. This is where you make it personal. How has this affected you?

It is my understanding that… this is where you list out the facts that stand out to you.

I would like to share with you some ideas that could improve school capacity. This is where you add some solutions of your own, or look at proposed solutions on the capacity advocacy page.

Thank you for the opportunity to advocate for my child and our school division. I appreciate being able to voice my concerns about how changing the calculation for school capacity will significantly impact my child’s learning. I would appreciate a follow up response from you regarding your consideration of my story.

Respectfully,

Your name here

Cc: MLA  
 Foothills School Division