

SCHOOL DISTRICT LEAD CHECKLIST

SEPTEMBER 2020

Return signed Information Sharing Agreement and Letter of Agreement forms

- Due to HELP by October 2, 2020

Register for training webinars

- [School District Lead Training Webinar](#) on Wednesday, October 21, 2020, from 3:30-4:30 pm
- [e-EDI Training Webinar](#) on Thursday, December 3, 2020, from 3:30-4:30 pm
- [Teacher Reimbursement Webinar](#) on Thursday, February 18, 2021, from 3:30-4:30 pm

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Participate in the School District Lead Training Webinar

- Wednesday, October 21, 2020, from 3:30-4:30 pm. [Register for the webinar.](#)

NOVEMBER

Determine the format of your teacher training

Teachers new to the EDI require training to ensure that high quality information is being collected. This information is invaluable to your district as it is reported back. As a district, you have two excellent options to facilitate this training. Your district can take the lead on an in-person teacher training session or your teachers can participate in a HELP led webinar. To discuss your options, please contact the [EDI Team](#).

If you plan to lead an in-person training session, you can review the [Teacher Training Session Information page](#).

Distribute [Principal](#) and [Teacher](#) Letters by the end of November

You may use the following email templates for your outreach:

- [Principal](#)
- [Teacher](#)

DECEMBER

- Receive e-EDI Login Instructions from HELP on Tuesday, December 1, 2020**
- Participate in the e-EDI Training Webinar**
 - Thursday, December 3, 2020, from 3:30-4:30pm. [Register for the webinar.](#)
- Send home Parent/Guardian Informed Passive Consent Letters prior to the Winter Break.**
 - [Download the letter](#) in the appropriate language. You can use [this email template](#) for your outreach.
- Share [EDI Newsletter](#) with schools to include on their website or bulletin board**

JANUARY 2021

- Teacher Training**
 - **Option 1:** District-hosted Teacher Training: You will be hosting an in-person teacher training session in January or early February.
 - **Option 2:** HELP-led Teacher Training Webinar: Please send them a reminder to register. You can use [this email template](#) for your outreach.

FEBRUARY

➔ **FEBRUARY 1, 2021: OPENING DATE TO START THE EDI QUESTIONNAIRE**

Encourage teachers to complete their EDI questionnaire

- You can use [this email template](#) for your outreach.

Participate in the EDI Teacher Reimbursement Webinar

- Thursday, February 18, 2021, from 3:30-4:30 pm. [Register for the webinar.](#)

➔ **FEBRUARY 28, 2021: CLOSING DATE TO COMPLETE THE EDI QUESTIONNAIRE**

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- Step 15: Complete your Teacher Reimbursement Invoice**
 - Due to HELP by March 30, 2021

HELP UBC Contact:

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