**Reminder: EDI Administration Window is Open**

**Subject:** EDI Administration Window is Open

Dear [insert name of teacher],

A quick reminder that it’s time to complete your EDIs! The [e-EDI](file:///%5C%5Cteamshare.ead.ubc.ca%5Cteam%5CHELP%5Chelpdata%5CHELP%20All%5CResearch%20Units%5CImplementation%5CLetters%2C%20Resources%20%26%20Instructional%20Surveys%5CEDI%20Letters%2C%20Checklists%2C%20Communication%5C2019-20%5CEmail%20Templates%5Cedi.ubc.ca) system opened today (February 1, 2021) and will close on February 28, 2021. Please ensure your EDIs are completed before the system closes.

If you have questions, please contact me or a member of the EDI team at HELP (edi@help.ubc.ca).

Warm regards,

[insert signature of School District Administrator]