

## SPRING

- Send [School Administrators and Teachers](#) information about the CHEQ project.
- Support schools with incorporating the CHEQ into their Gradual Entry plan.
- Share [CHEQ resources](#) to be integrated with Welcome to K communications plans with CHEQ Leaders.
- Determine who your CHEQ Leaders are by school and share with [HELP](#) by the end of May.
- Return signed agreements to HELP by the end of May.



## FALL

- Log into the [CHEQ e-System](#) (you will receive a log in link on August 26th).
- Encourage CHEQ Leaders to share reports with Teachers through the e-System. CHEQ Leaders can easily share reports by following the steps found [here](#).



### → TUESDAY, SEPTEMBER 3, 2024 - Administration Begins

- Support CHEQ Administration in schools as necessary.
- Monitor CHEQ completions and follow up with CHEQ Leaders who have low completion percentages.

## OCTOBER

### → TUESDAY, OCTOBER 31, 2024 - Administration Ends

- Review your reports in the [CHEQ e-System](#) and share these with your district and community partners.
- Consider hosting a session with CHEQ Leaders, Kindergarten teachers, and/or community partners to review your CHEQ results.



This checklist includes links to important resources. Access this and other resources online at the Administration website: [blogs.ubc.ca/cheq/](https://blogs.ubc.ca/cheq/). If you would like to share more information about the CHEQ with teachers or parents/caregivers, please send them the [CHEQ Information Sheet](#) and/or visit the HELP website: [earlylearning.ubc.ca/cheq/](https://earlylearning.ubc.ca/cheq/)

For more information, visit the [Administration website](#) or contact us at [cheq@help.ubc.ca](mailto:cheq@help.ubc.ca) or 604.822.3361