

SPRING

Send [School Administrators and Teachers](#) information about the CHEQ project

Support schools with incorporating the CHEQ into their Welcoming Events

Share [CHEQ resources](#) that schools can send to parents/caregivers

Return signed agreements to HELP by Friday March 14th

Determine who your CHEQ Leaders are by school and share with [HELP](#) by March 21st

Log into the [CHEQ e-System](#) (you will receive a log in link on April 1st)



→ MONDAY, APRIL 7, 2025 - Administration Begins

Support CHEQ Administration in schools as necessary

Monitor CHEQ completions and follow up with CHEQ Leaders who have low completion percentages

Encourage CHEQ Leaders to share reports with Teachers through the e-System

- CHEQ Leaders can easily share reports by following the steps found here



FALL

For those who did not have a questionnaire filled out for them in the spring, you can utilize your gradual entry period to connect with families to have these remaining questionnaires completed.

Support schools with incorporating the CHEQ into their Gradual Entry plan

Support CHEQ Administration in schools as necessary

Monitor CHEQ completions and follow up with CHEQ Leaders who have low completion percentages

Review your reports in the [CHEQ e-System](#) and share these with your district and community partners



→ FRIDAY, OCTOBER 31, 2025 – 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/. 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/

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