

## SPRING

- ☐ Incorporate CHEQ into your welcome events
- ☐ Share CHEQ Resources with your parents/caregivers
- ☐ Watch the CHEQ Leader Training Webinar [here](#)

### → TUESDAY, APRIL 1, 2025 - CHEQ E-SYSTEM OPENS - Administration Activities

- ☐ Log in to the [CHEQ e-System](#) (you will receive a log in link on April 1)
  - Review your class lists
  - Print off log in sheets

### → MONDAY, APRIL 7, 2025 - Administration Begins

- ☐ Ask Parents/Caregivers to complete the questionnaires during welcoming events
- ☐ Monitor [CHEQ completions](#) and follow up with any remaining parents/caregivers to complete the CHEQ at home ([print or email login information](#))

## FALL

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

- ☐ Incorporate the CHEQ into your Gradual Entry plan
- ☐ Share CHEQ resources with parents/caregivers
- ☐ Once class lists are finalized, review your class list information in the CHEQ e-System
  - Create classrooms and assign students ([How-to video](#)). Once classrooms are created, the system will automatically generate the Classroom Reports as questionnaires are completed
- ☐ Ask Parents/Caregivers to complete the questionnaires during gradual entry through a CHEQ meeting and/or paired with welcoming conversations
- ☐ Monitor CHEQ completions and follow up with any remaining parents/caregivers to complete the CHEQ at-home ([print or email login information](#))
- ☐ Share reports with Teachers through the CHEQ e-System ([How-to Video](#))

### → FRIDAY, OCTOBER 31, 2025 - Administration Ends

- ☐ Review your reports in the [CHEQ e-System](#)
  - Reminder: To access classroom reports, you will need to [create classrooms](#) and [assign students to their classrooms](#)
- ☐ Consider hosting a session with your administrators and Kindergarten teachers to discuss the CHEQ results for your school and classes

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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