

INDEPENDENT SCHOOL LEAD CHECKLIST 2021-22

SEPTEMBER

- Return signed Information Sharing Agreement by October 1, 2021**
- Register for training webinars**
 - [e-EDI Training Webinar](#) on Thursday, December 2, 2021, from 3:30–4:30 pm
 - [Teacher Reimbursement Webinar](#) on Thursday, February 17, 2022, from 3:30–4:30 pm

NOV

- Distribute [Teacher Letters](#) by the end of November 2021**
 - You may use [this email template](#) for your outreach.

DECEMBER

- Receive e-EDI Login Instructions from HELP on Wednesday, December 1, 2021**
- Participate in the e-EDI Training Webinar.**
 - Thursday, December 2, 2021, from 3:30–4:30 pm. [Register for the webinar.](#)
- Upload your Class Information in the [e-EDI system](#) prior to the Winter Break**
- Send home Parent/Guardian Informed Passive Consent Letters prior to the Winter Break**
 - [Download the letter](#) in the appropriate language. You may use [this email template](#) for your outreach.
- Share the [EDI Newsletter](#) with parents**
 - Share it on your website, bulletin board, or sending it home with “K” students.



JANUARY 2021

Ensure teachers have registered for Teacher Training

Teachers may register for one of the following HELP-led teacher training webinars:

- Thursday, January 13, 2022, 3:30-4:30 pm. [Register here.](#)
- Wednesday, January 19, 2022, 3:30-4:30 pm. [Register here.](#)

Please send teachers a reminder to register. You may use [this email template](#) for your outreach.

FEBRUARY

➔ **FEBRUARY 1, 2022: OPENING DATE TO START THE EDI QUESTIONNAIRE**

Step 10: Encourage teachers to complete their EDIs.

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

Step 11: Participate in the EDI Teacher Reimbursement Webinar.

- Thursday, February 17, 2022, 3:30-4:30pm. [Register here.](#)

➔ **FEBRUARY 28, 2022: CLOSING DATE TO COMPLETE THE EDI QUESTIONNAIRE**

MAR

Complete your Teacher Reimbursement Invoice by March 31, 2022

HELP UBC Contact:

edi@help.ubc.ca
604-827-5504