

TEACHER CHECKLIST 2021-22

DEC

- Send home [Parent/Guardian Informed Passive Consent Letter](#) before Winter Break
 - Parents/Guardians must have 4 weeks to consider participating in the EDI.

JANUARY

- Complete EDI training

Teachers new to the EDI are required to attend either in-person training hosted by their district or training offered by HELP.

 - If your district is leading this training, your district's EDI Lead will reach out directly with more details.
 - If your district is not leading in-person training or you are unable to attend this training, register for the HELP-led Teacher Training webinar
 - Thursday, January 13, 2022, from 3:30-4:30 pm PST. [Register here.](#)
 - Wednesday, January 19, 2022, from 3:30-4:30 pm PST. [Register here.](#)

Teachers with EDI experience must watch three, short refresher training videos prior to starting the EDI. To watch the videos, visit the [EDI Administrative Blog](#) or log into the [e-EDI system](#).
- Receive your e-EDI password on **January 3, 2022**
 - If you have not received your login information, email edi@help.ubc.ca as soon as possible.
- Access the [e-EDI system](#) in January.
 - Review your class list, practice an EDI questionnaire and view important teacher resources (EDI Guide, e-EDI Teacher's Manual, etc.)

FEBRUARY

- ➔ **FEBRUARY 1, 2022: OPENING DATE TO START THE EDI QUESTIONNAIRE**
- Complete EDI questionnaires on your students
 - We recommend that you use Chrome, Safari or the latest version of Internet Explorer
 - Required materials: EDI Guide and your classroom attendance
- Complete the Teacher Profile (optional)
- ➔ **FEBRUARY 28, 2022: CLOSING DATE TO COMPLETE THE EDI QUESTIONNAIRE**
- Celebrate! You did it!