

SCHOOL DISTRICT LEAD CHECKLIST

SEPTEMBER

- Return signed Information Sharing Agreement and Letter of Agreement forms**
 - Due to HELP by October 1, 2021
- Register for training webinars**
 - [School District Lead Training Webinar](#) on Thursday, October 21, 2021, from 3:30-4:30 pm
 - [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

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- Participate in the School District Lead Training Webinar**
 - Thursday, October 21, 2021, from 3:30-4:30 pm. [Register for the webinar.](#)

NOVEMBER

- Determine the format of your teacher training**

Teachers new to the EDI require training to ensure that high quality information is being collected. This information is invaluable to your district as it is reported back. As a district, you have two excellent options to facilitate this training. Your district can take the lead on an in-person teacher training session or your teachers can participate in a HELP led webinar. To discuss your options, please contact the [EDI Team](#).

If you plan to lead an in-person training session, you can review the [Teacher Training Session Information page](#).
- Distribute [Principal](#) and [Teacher](#) Letters by the end of November**

You may use the following email templates for your outreach:

 - [Principal](#)
 - [Teacher](#)

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 3:30-4:30pm. [Register for the webinar.](#)
- Send home Parent/Guardian Informed Passive Consent Letters prior to the Winter Break.**
 - [Download the letter](#) in the appropriate language. You can use [this email template](#) for your outreach.
- Share [EDI Newsletter](#) with schools to include on their website or bulletin board**

JANUARY 2021

- Teacher Training**
 - **Option 1:** District-hosted Teacher Training: You will be hosting an in-person teacher training session in January or early February.
 - **Option 2:** HELP-led Teacher Training Webinar: Please send them a reminder to register. You can use [this email template](#) for your outreach.

FEBRUARY

- ➔ FEBRUARY 1, 2022: OPENING DATE TO START THE EDI QUESTIONNAIRE**
- Encourage teachers to complete their EDI questionnaire**
 - You can use [this email template](#) for your outreach.
- Participate in the EDI Teacher Reimbursement Webinar**
 - Wednesday, February 17, 2022, from 3:30-4:30 pm. [Register for the webinar.](#)
- ➔ FEBRUARY 28, 2022: CLOSING DATE TO COMPLETE THE EDI QUESTIONNAIRE**

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- Step 15: Complete your Teacher Reimbursement Invoice**
 - Due to HELP by March 31, 2022

HELP UBC Contact:

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