



# INDEPENDENT SCHOOL LEAD CHECKLIST

HUMAN  
EARLY LEARNING  
PARTNERSHIP



## SEPTEMBER

- Return signed Information Sharing Agreement by September 30, 2022
- Register for training webinars
  - [EDI e-System Training Webinar](#) on Thursday, December 1, 2022, from 3:30–4:30 pm
  - [Teacher Reimbursement Webinar](#) on Wednesday, February 15, 2023, from 3:30–4:30 pm

## NOVEMBER

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

## DECEMBER

- Receive EDI e-System Login Instructions from HELP on Wednesday, November 30, 2022
- Participate in the EDI e-System Training Webinar
  - Thursday, December 1, 2022, from 3:30–4:30 pm. [Register for the webinar.](#)
- Upload your Class Information in the [EDI e-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.

### HELP UBC Contact:

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

## JANUARY

- Ensure teachers have registered for Teacher Training

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

- Thursday, January 12, 2023, 3:30-4:30 pm. [Register here.](#)
- Wednesday, January 18, 2023, 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, 2023: 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 15, 2023, 3:30-4:30pm. [Register here.](#)

### ➔ MARCH 7, 2023: CLOSING DATE TO COMPLETE THE EDI QUESTIONNAIRE

## MARCH

- Complete your Teacher Reimbursement Invoice by March 31, 2023