**RE: Letter to Principals**

**Subject:** Re: District Participation in the Early Development Instrument (EDI)

**Attachment:** Please attach the Principal Letter to this email

Dear [insert name of principal],

We are pleased to be partnering with the Human Early Learning Partnership (HELP) at the University of British Columbia to administer the Early Development Instrument (EDI) in our school district this year. The EDI is a population-level research tool completed by Kindergarten teachers in February. The EDI has been used across British Columbia for over 20 years to collect data for over 334,000 Kindergarten students. The results from the EDI are used to report childhood vulnerability rates, which reflect how children’s experiences and environments in the first five years of their lives have affected their development as a whole. For more information please see <https://earlylearning.ubc.ca/monitoring-system/edi/edi-overview/>.

I have attached a letter detailing the purpose and benefits of completing the EDI, the nature of participation, how the data is protected and used, and compensation. In February, teachers complete the surveys online based on their observations of each student in their class. Students are never involved directly in the completion of the survey and the completion of the EDI by teachers is voluntary. HELP reimburses kindergarten teachers (through their school districts) for completing training and surveys. Please review this letter at your earliest convenience.

If you have questions, please contact me or a member of the EDI team at HELP (edi@help.ubc.ca).

Warm regards,

[insert signature of School District Administrator]