**RE: Letter to Teachers, School Administrators, and/or Principals**

**Subject:** Re: EDI Parent/Guardian Informed Passive Consent Letters

Dear [insert name],

As you know, our district will be participating in the Early Development Instrument (EDI) this year. As per the standards set by the Behavioural Research Ethics Board at the University of British Columbia, we are required to send out the Parent/Guardian Informed Passive Consent Letters 4 weeks prior to teachers filling out the EDI on their students. This letter and time period will allow parents/guardians to become more familiar with the project and give them the opportunity to ask questions/express concerns.

In order to suffice this requirement, we ask that all Parent/Guardian Informed Passive Consent letters are sent home **prior to the Winter Break**. This will give parents/guardians ample time to become informed of the study.

**You can find the Parent/Guardian Informed Passive Consent letter** [**here**](https://blogs.ubc.ca/trainers/resources/#consent)**.** Please download and print the most appropriate translation for the parent/guardian. I will touch base to confirm that this has been completed.

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

Warm regards,

[insert signature of School District Administrator]