EDi SCHOOL DISTRICT LEAD CHECKLIST

HUMAN EARLY LEARNING PARTNERSHIP · UBC

SEPTEMBER

☐ Return signed Information Sharing Agreement and Letter of Agreement forms

- Send to HELP by September 30, 2022

☐ Register for training webinars

- [School District Lead Training Webinar](#) on Wednesday, October 19, 2022, from 3:30–4:30 pm
- [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

OCTOBER

☐ Participate in the School District Lead Training Webinar

- Wednesday, October 19, 2022, 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 isbeing 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 teachers can participate in a HELP led webinar, or your district can lead an in-person teacher training session. 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](#)

HELP UBC Contact:
edi@help.ubc.ca | 604-827-5504

DECEMBER

☐ Receive EDI e-System Login Instructions from HELP on Thursday, December 1, 2022

☐ Participate in the EDI e-System Training Webinar

- Thursday, December 1, 2022, 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

☐ Teacher Training

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

FEBRUARY

➔ **FEBRUARY 1, 2023: 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 15, 2023, from 3:30-4:30 pm. Register for the webinar.

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

MARCH

☐ Step 15: Complete your Teacher Reimbursement Invoice

- Due to HELP by March 31, 2023