



TEACHER CHECKLIST



DECEMBER

Send home [Parent/Guardian Informed Passive Consent Letter](#) before Winter Break

- Parents/Guardians must have 4 weeks to consider participating in the EDI.

JANUARY

Complete EDI training

Teachers new to the EDI are required to attend either in-person training hosted by their district or training offered by HELP.

- If your district is leading this training, your district's EDI Lead will reach out directly with more details.
- If your district is not leading in-person training or you are unable to attend this training, register for the HELP-led Teacher Training webinar
 - Tuesday, January 16, 2024, from 3:30-4:30 pm PST. [Register here.](#)
 - Tuesday, January 23, 2024, from 3:30-4:30 pm PST. [Register here.](#)

Teachers with EDI experience must watch two, short refresher training videos prior to starting the EDI. To watch the videos, visit the [EDI Administrative Blog](#) or log into the [EDI e-System](#).

Receive your EDI e-System password on January 8, 2024

- If you have not received your login information, email edi@help.ubc.ca as soon as possible.

Access the [EDI e-System](#) in January

- Review your class list, practice an EDI questionnaire and view important teacher resources (EDI Guide, EDI e-System Teacher's Manual, etc.)

FEBRUARY

➔ FEBRUARY 1, 2024: OPENING DATE TO START THE EDI QUESTIONNAIRE

Complete EDI questionnaires on your students

- We recommend that you use Chrome, Safari or the latest version of Internet Explorer
- Required materials: EDI Guide and your classroom attendance

Complete the Teacher Profile (optional)

➔ MARCH 10, 2024: CLOSING DATE TO COMPLETE THE EDI QUESTIONNAIRE

Celebrate! You did it!

HELP UBC Contact:

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