INDEPENDENT SCHOOL LEAD CHECKLIST

OCTOBER

Return signed Information Sharing Agreement by October 27, 2023

Register for training webinars

- Teacher Reimbursement Webinar on Thursday, February 15, 2024, 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 Monday, December 4, 2023

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.

JANUARY

Ensure teachers have registered for Teacher Training

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

- Tuesday, January 16, 2024, 3:30-4:30 pm. Register here.
- Tuesday, January 23, 2024, 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, 2024: 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, 2024, 3:30-4:30pm. Register here.

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

MARCH

Complete your Teacher Reimbursement Invoice by March 31, 2024