

**OCTOBER**

Return signed Information Sharing Agreement and Letter of Agreement forms

- Send to HELP by Friday, October 27, 2023

Register for training webinars

- [School District Lead Training Webinar](#) on Thursday, November 2, 2023, from 3:30–4:30 pm
- [Teacher Reimbursement Webinar](#) on Thursday, February 15, 2024, from 3:30–4:30 pm

Participate in the School District Lead Training Webinar

- Thursday, November 2, 2023, 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 is being 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 Monday, December 4, 2023

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, 2024: 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

- Thursday, February 15, 2024, from 3:30-4:30 pm. [Register for the webinar.](#)

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

## MARCH

Step 15: Complete your Teacher Reimbursement Invoice

- Due to HELP by March 31, 2024