INDEPENDENT SCHOOL LEAD CHECKLIST

NOVEMBER

Return signed Information Sharing Agreement by November 29, 2024

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 2, 2024

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 send 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:

- Wednesday January 8, 2025, 3:30-4:30 pm. Register here.
- Thursday, January 16, 2024, 3:30-4:30 pm. Register here.

Please send teachers a reminder to register. You may use this email template for your outreach.

➜ **JANUARY 29, 2025: OPENING DATE TO START THE EDI QUESTIONNAIRE**

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

FEBRUARY

Encourage teachers to complete their EDIs

- You can use this email template for your outreach

Participate in the EDI Teacher Reimbursement Webinar

- Thursday, February 13, 2025, 3:30-4:30pm. Register here.

MARCH

➔ **MARCH 9, 2025: CLOSING DATE TO COMPLETE THE EDI QUESTIONNAIRE**

Complete your Teacher Reimbursement Invoice by March 31, 2025