EDi TEACHER CHECKLIST

HUMAN EARLY LEARNING PARTNERSHIP · UBC

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
  - Wednesday, January 8, 2025, from 3:30-4:30 pm PST. Register here.
  - Thursday, January 16, 2025, 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 7, 2025
- 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.)

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

FEBRUARY

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

Celebrate! You did it! THANK YOU!!