



INDEPENDENT SCHOOL LEAD CHECKLIST

HUMAN
EARLY LEARNING
PARTNERSHIP



NOVEMBER

Return signed Information Sharing Agreement by November 28, 2025

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 1, 2025

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 7, 2026, 3:30-4:30 pm. [Register here.](#)
- Thursday, January 15, 2026, 3:30-4:30 pm. [Register here.](#)

Please send teachers a reminder to register. You may use [this email template](#) for your outreach.

➔ **JANUARY 28, 2026: 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 12, 2026, 3:30-4:30pm. [Register here.](#)

MARCH

➔ **MARCH 8, 2026: CLOSING DATE TO COMPLETE THE EDI QUESTIONNAIRE**

Complete your Teacher Reimbursement Invoice by March 31, 2026