

EDI DATA COLLECTION

SECTION A

Instructions for Site Co-ordinators

1. EDI Information Day

The Offord Centre will host an EDI Information session in October 2009 for all coordinators implementing the EDI in the 2009/10 school year. This session will cover; completion of datafiles, the option of completing the EDI electronically, implementation, teacher training, and reports.

2. Preparation of Raw Data Files for each School Board

Two data files for your community must be prepared as an Excel file for each school board. One will contain the children's names and one will not. The file **without** the children's names will be sent to McMaster University. It is important that you include a local identification number (local ID) for each child (a school registration number or a unique number that you create for each child). This number will be linked to the EDI Identification number (EDI ID) created by McMaster which will facilitate the identification of the child when the teachers administer the EDI. The data file which is kept at each site containing the child's names will be matched with the local ID code and the EDI ID number.

• Instructions for File Preparation

A template for a "school EDI" spreadsheet on kindergarten children will be sent to you. This file will contain the following variables in this order.

- a) **school name**
- b) **teacher name** (optional, if school boards do not want to release teachers names please insert a code)
- c) **child's first name**
- d) **child's last name**
- e) **child's local ID**
- f) **classroom time**
- g) **class assignment**
- h) **child's gender**
- i) **child's date of birth (in three columns)**
- j) **child's postal code**
- k) **child's neighbourhood** (optional, neighbourhood name or code)

Explanation of variables:

Child's local ID – a unique code created at your site (can be a school registration number). This number will be linked to the EDI ID at a later date so that teachers can identify the child when the EDI is administered.

Classroom time – Should be coded as follows:

- 1 – am (morning half day) (every day)
- 2 – pm (afternoon half day) (every day)
- 0 – alternating full day (starting with Mon.)
- 3 – alternating full day (starting with Tues.)
- 4 – full day every day
- 5 – half day alternating days (am) (Mon, Wed, Fri)
- 6 – half day alternating days (am) (Tues, Thurs, Fri)
- 7 - half day alternating days (pm) (Mon, Wed, Fri)
- 8 - half day alternating days (pm) (Tues, Thurs, Fri)
- 9 – other

Class Assignment- For the purpose of this questionnaire, please use the following designation: “SK” - children attending a class in the year that precedes Grade 1

Child gender – code as follows:

- m – male
- f – female

Child’s date of birth –The preferred format is in 3 columns: one for day; one for month; one for year. If that is not feasible, use dd/mm/yy format. Note: dates must be formatted uniformly throughout the file.

Child’s postal code – must be the postal code of where the child resides. Please use format ‘A1B2C3’ (without a space in the middle). For zero use the *number* “0”, not the *letter* “O”.

Child’s neighbourhood – a name or code linked to the neighbourhood in which the child lives.

The datafiles should be sorted by School Board and then by school and teacher name. Save the file with the children’s names and keep this file for future reference. From this file create another file (name it differently) and delete the children’s names. This is the file which should be sent to McMaster University **no later than October 31, 2009**.

We are able to individualize the EDI form to meet the needs of your community. In section E of the EDI questionnaire, questions 6 and 7 have been left blank. If you have a program in your community and teachers would be aware of their students’ attendance, it may be inserted here. (e.g., participated in Early Start program, or attended breakfast program). If you would like this question to be printed on the EDI form, we must have this information when your database is sent to us.

If you have schools which are French Immersion please indicate this. These students will be administered the EDI in English. However, if you have Francophone school boards in your community where the students’ first language is French and the language of instruction is French, please let us know. We will provide all materials in French for these schools.

3. Preparation of class lists by Site Coordinators and materials which will be sent to sites for EDI administration

Prepare class lists for teachers (one list of students per class) with students' names, local ID, school name, teacher name, child gender and date of birth. Keep these lists for distribution to teachers.

You will receive EDI packages for distribution to teachers organized by classroom. These packages will include:

- 1) Checklist – for use of site co-ordinator only
- 2) Teacher participation form (one per class) with label with teacher ID number, school name, teacher name and classroom time
- 3) Explanatory note for teachers (may be adapted by individual sites to communicate unique instructions)
- 4) EDI guide (one per teacher)
- 5) Class list (one per class) – Contains EDI ID and Local ID which will be matched to class list distributed to teachers by site co-ordinator for identification of child.
- 6) EDI questionnaires with labels with the following information: EDI ID number, child's gender, date of birth, school name, teacher name, classroom time

Each teacher will receive a package with a teacher participation form, class list and EDI questionnaires per class that they teach. They will also receive one explanatory note and one EDI guide. Site co-ordinators may obtain a 10 min. EDI training video from the Offord Centre for Child Studies which will provide a short overview of child development as well as details on how to complete the EDI questionnaire. This EDI video may be used at EDI training sessions for teachers as well as a tool for communicating the rationale and process behind EDI administration to other stakeholders, media, etc. (the acquisition of this video is optional).

4. EDI Information Session for Teachers

Coordinators are responsible for delivering training sessions for all teachers completing the EDI. This can take place at your convenience, but is recommended to take place the week prior to the anticipated date of start of EDI administration by teachers. School and teachers should have their release time scheduled prior to the date when they receive their EDI packages so that they can get started right away. Local coordinators are responsible for providing these training sessions. Offord Centre staff will be available to participate in one of these sessions (expenses only to be paid by the site) upon request. We recommend that you organize the timing of this as soon as possible.

EDI Collection

Arrange a time when EDI collection will start and a time when collections should be completed and picked up or delivered to site co-ordinator. Do not send completed questionnaires to McMaster until they have **all** been collected. They must not be sent to McMaster in partial bundles. Return date of completed questionnaires should be communicated to McMaster prior to sending, and they should be sent by courier.

Parent Consent

EDI data is not reported at an individual level, only at group level (neighbourhood or school level). The child's name is not included in the data base. The EDI is not a diagnostic assessment and results are not part of the child's school record. Therefore, parent consent is not required. However, **parents must be informed that this research is taking place** and they may contact the school board (or the Offord Centre) if they have questions. A template of a parent information letter from the school boards is available from the Offord Centre for Child Studies for your use.

For more information please contact:

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