

Recommendations for the EDI Teacher Information Session

Organizational issues...

- Make it very clear to teachers who the contact person is (the coordinator) and how to reach her/him, and encourage this contact with any questions
- Explain clearly how the questionnaires are going to be returned (e.g., will the coordinator come to collect them from the principal's office, or do they have to be mailed, couriered, who has the responsibility to do so)
- Be very clear about the deadlines: when the completed questionnaires have to be returned
- Keep track of the teachers who attend the training session
- Keep notes on your training procedures, what is covered and any feedback you receive from the teachers
- Ensure each teacher completes the Teacher Training Feedback forms (included in your package) and return these to Offord Centre
- Explain, if known, the details of the release time management
- Ensure that the teachers know what to do if:
 - they do not have enough forms for their class,
 - they do not have class lists,
 - the information about the child in top right corner of questionnaire is incorrect

What to Cover....

- As an option you can start with the EDI video (contact Ashley Gaskin agaskin@mcmaster.ca). This 20 minute video, developed by the Offord Centre, provides a good overview of the EDI questionnaire and addresses many of the Frequently Asked Questions that arise during EDI training.
- As an option you can present the EDI Training powerpoint (contact Ashley Gaskin agaskin@mcmaster.ca).
- It is recommended that you hold your training session in early February so that you will have already received your division's EDI questionnaire packages from the Offord Centre. This way you can distribute the EDI questionnaires to the Kindergarten teachers at your training session, and the Kindergarten teachers can complete one of their questionnaires during the training session.
- Stress the importance of answering all questions, using "I don't know" as a last resort only.
- Provide your school division's EDI teacher release guideline
- Be sure to give your division's Kindergarten teachers your contact information so that they can contact you with any questions as they proceed through their EDI collection.

- Recommend that teachers read the whole Guide before starting doing the questionnaires
- Suggest that the first couple of questionnaires will take considerably more time to complete than the average 20 minutes and will probably take closer to 10 minutes once he/she has completed a few
- Go through the “Additional Explanatory Notes for Teachers” list step by step (which includes some of the items mentioned here)
- Stress the importance of answering all questions Exceptional/Special Needs status (question 7).

Topics to Cover

- Explain why the EDI is being done
- Explain who will have access to the reports after the data collection
- Explain what the plans are after reports are reviewed (just an outline, to ensure that it is understood that the project is worth the effort)
- Present the background of the EDI, some of the existing data and some of the uses