

e-EDI DATA COLLECTION

SECTION A

Instructions for Site Co-ordinators

1. EDI Information Day

The Offord Centre will host an EDI Information session in September 2008 for all coordinators implementing the EDI in the 2008 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

You have received a database template in excel format of the following fields which must be filled in for each child. 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). Save this file with all the fields completed (which includes children's names) then delete the children's names and save the file under a different name. Send this file (without children's names) back to the e-EDI administrator, Ashley Gaskin (agaskin@mcmaster.ca).

Create a class list for each teacher which includes child's name, local ID, date of birth, and gender. Please make sure that all teachers receive this list prior to administering the e-EDI.

Template Fields

A template on kindergarten children will be sent to you. This file will contain the following variables in this order.

- a) **Site**
- b) **Coordinator**
- c) **Coordinator email**
- d) **School name**
- e) **Teacher name**
- f) **Teacher email**
- g) **Child's first name (keep on Coordinators file but remove from file sent to McMaster)**
- h) **Child's last name (keep on Coordinators file but remove from file sent to McMaster)**
- i) **Child's local ID**
- j) **Class assignment**
- k) **Classroom time**
- l) **Child's gender**
- m) **Child's date of birth (in one column in the following format: 6-Nov-1999)**
- n) **Child's postal code (no spaces please)**

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 1 columns: use dd/mm/yy (6-Nov-1999) 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, 2008**.

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.

3) 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.

4) e-EDI log in and passwords

Once the completed e-EDI database template is completed and returned to the Offord Centre the data will be uploaded into the system and passwords will be generated. Each teacher will receive a unique password emailed to them at the address supplied in the database template. The Offord Centre will also supply a master list to the Site Coordinator for his/her records.

5) 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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