

# NM District EDI Coordinators: Activities, Timeline and Resources

Implementation Steps	Date	Resources <a href="https://webnew.ped.state.nm.us/bureaus/edi/">https://webnew.ped.state.nm.us/bureaus/edi/</a>
EDI Coordinator Designation Form	3/15/24	<ul style="list-style-type: none"> <li><a href="https://webnew.ped.state.nm.us/bureaus/edi/">https://webnew.ped.state.nm.us/bureaus/edi/</a></li> </ul>
District EDI Coordinator receives email from <a href="mailto:DataInformedFutures@mednet.ucla.edu">DataInformedFutures@mednet.ucla.edu</a> with instructions on login	3/25-3/29	<ul style="list-style-type: none"> <li><i>District EDI Coordinator Portal Instruction Sheet</i></li> </ul>
Login to e-EDI Portal, accept Sub-License Agreement	3/29/24	<ul style="list-style-type: none"> <li><i>District EDI Coordinator Portal Instruction Sheet</i></li> </ul>
District EDI Coordinators receive email from Tyler Cole at UCLA with reminders on key tasks and dates	4/2/24	
First email to principals and teachers	4/5/24	<ul style="list-style-type: none"> <li><i>First email Principal/teacher letter with Logistics</i></li> </ul>
Send Parent Letter home	4/5/24	<ul style="list-style-type: none"> <li><i>Parent Letter EDI (English &amp; Spanish)</i></li> </ul>
EDI Coordinators Training: Updated Timeline, Managing Duplicate Students, and Using EDI Portal	4/8/24, 8:30-9:15am	<ul style="list-style-type: none"> <li><a href="https://us02web.zoom.us/meeting/register/tZlpce-urjgtGNbROzzAu42TvS3cPpVOUqMh">https://us02web.zoom.us/meeting/register/tZlpce-urjgtGNbROzzAu42TvS3cPpVOUqMh</a></li> <li><a href="#">Registration Link</a></li> </ul>
(Repeat) EDI Coordinators Training: Updated Timeline, Managing Duplicate Students, and Using EDI Portal	4/9/24, 3:30-4:15pm	<ul style="list-style-type: none"> <li><a href="https://us02web.zoom.us/meeting/register/tZlqfu6trz4qGtDAdlBQa4x13XtiNtQSkf8T">https://us02web.zoom.us/meeting/register/tZlqfu6trz4qGtDAdlBQa4x13XtiNtQSkf8T</a></li> <li><a href="#">Registration Link</a></li> </ul>
Generate hard copy class lists	4/15/24	<ul style="list-style-type: none"> <li><i>Hard Copy Class List</i> template</li> </ul>
Second email to teachers to send teacher training materials	4/15/24	<ul style="list-style-type: none"> <li><i>Second email to principals and teachers</i></li> </ul>
Teacher Training	4/15/24	<ul style="list-style-type: none"> <li><i>Hard Copy Class List</i> template (<u>generated by district</u>)</li> <li><i>Teacher Training video</i> (PED website or teachers can access in portal)</li> <li><i>Teacher Training Guide</i> (PED website or teachers can access in portal)</li> <li><i>EDI items by domain and sub-domain</i> (PED website)</li> <li><i>Teacher EDI Portal Instruction Sheet</i> (<u>UCLA will email this sheet to District EDI Coordinators on 3/25/23</u>)</li> </ul>
Survey Administration	4/15-5/31/24	