***Item 1 - Template: Introductory Email to Principals at Participating Schools (see below):***

***The MDI Administrator Checklist and the Core-Competencies-and-the-MDI factsheet are to be sent as attachments to this template email.***

Dear Principal,

Our school district is participating in the Middle Years Development Instrument (MDI) project in January /mid-March. The MDI is a self-report questionnaire for students in [Grades 4, 5, 6, 7 and/or 8]. The questionnaire asks about how students think and feel about their experiences both inside and outside of school. The questionnaire is completed online through the e-MDI and takes one to two class periods to administer. The MDI questions align with the BC Ministry of Education’s K-12 curriculum which includes a focus on promoting children’s personal and social competencies.

As Principal, your role is to support your teachers or another designated staff to administer the MDI in your school. You may also directly administer the MDI. My role is to support you in this process.

The MDI will be administered between **January 13th and March 13th**. You and your teachers will be granted access to the e-MDI in January.

MDI Resources for Schools (attached)

1. MDI Overview and Survey Administration **Checklist**
2. Core-Competencies-and-the-MDI Factsheet

The MDI Survey Administrator Package and parent/guardian informed passive consent letters will be distributed in **November**. **Additional materials will be available on the MDI Administration Website:** [**https://www.discovermdi.ca/mdi-administration/**](https://www.discovermdi.ca/mdi-administration/)**.**

**MDI Survey Administrator Training Webinar** **Jan 8th, 2026 at 3:15- 4:15PM (PST):** Please circulate the registration link below as an option for teachers and principals who may be interested in learning more about the MDI, and what’s new this year. We will do a quick walk-through of the e-MDI and step-by-step survey administration. To register: <https://ubc.zoom.us/webinar/register/WN_FmKqg5ptSj-QWGxRfomMIw>

**MDI 101 Video (3 min)**

Here is a great resource to share with your staff:

<https://youtu.be/rUANTabp01Q>

Thank you! We are very excited to be part of this initiative. You can learn more about the MDI here:

<https://www.discovermdi.ca/what-is-the-mdi/>

**\*\*\*A note on Parent/Guardian Informed Passive Consent Letters\*\*\***

You will be distributing an **informed passive consent** letter to parents/guardians prior to mid-December, which means parents/guardians are fully informed of the nature of the project and the use of the data **but are not required to actively complete a consent form**. Parents/guardians who **do not** want their child to participate can withdraw by signing a form at the end of the letter, or can notify their teacher, or contact the project staff at mdi@help.ubc.ca, within two weeks of receiving the informed passive consent letter (not including winter break). Their child should be immediately withdrawn from the e-MDI online system once online access is available. Students do not have to participate in the MDI if they don’t want to and can skip questions they don’t want to answer. If parents/guardians have questions with regards to the passive consent process, please refer to the MDI website: <https://earlylearning.ubc.ca/monitoring-system/mdi/parent-caregiver-info/>

If you have any questions or concerns, please do not hesitate to contact me.

Kind regards,

[Insert your name and contact information]