

Instructions for Parents/Guardians:

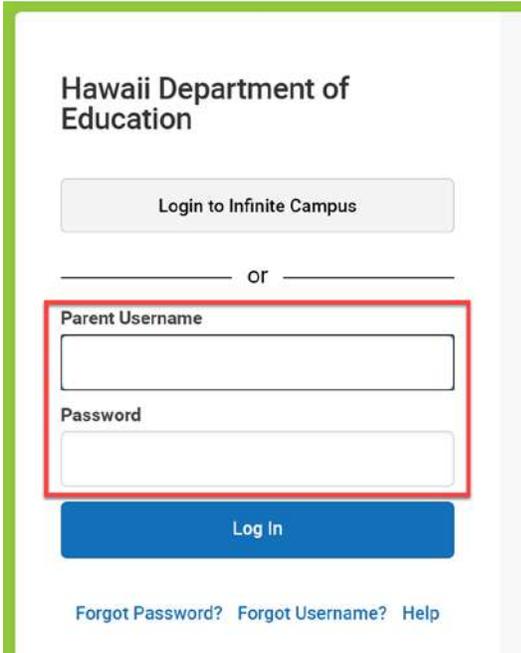
Completing the HIDOE Online Federal Impact Aid Survey SY 2020-2021

The Hawaii Department of Education (HIDOE) would like to extend its appreciation to the schools participating in HIDOE’s pilot project of the online collection of Federal Impact Aid Survey data. This provides parents with the ability to complete the Federal Impact Aid Survey card through the Infinite Campus Parent Portal.

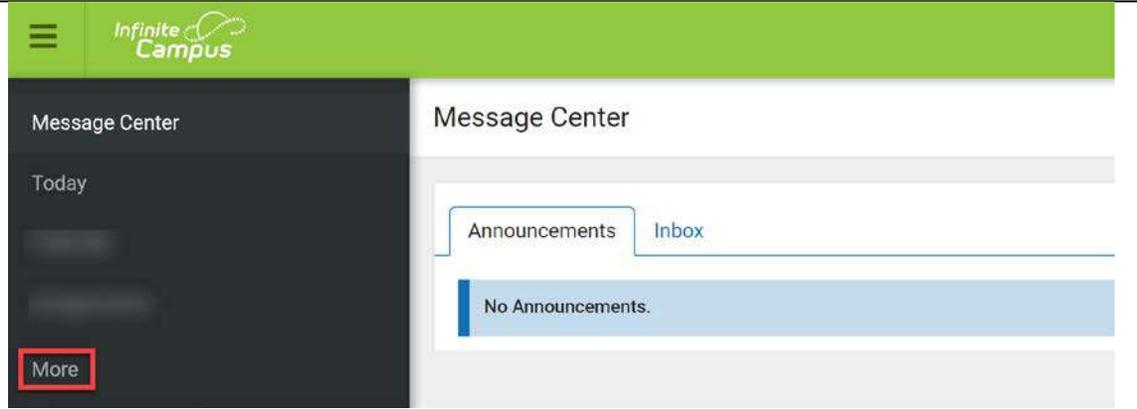
Beginning October 14, 2020, parents/guardians will log into the Infinite Campus Portal and complete the Impact Aid survey. Parents/Guardians are to respond to questions with a retroactive date of October 14, 2020. Please note that not all schools are participating in this online pilot project. Parents/guardians who have children at different schools that may not be participating in the online pilot project must complete paper surveys that are sent home via other schools. Federal funding is allocated on a per student basis.

Parents/Guardians will be able to submit their Federal Impact Aid Surveys online via Infinite Campus Parent Portal from October 14, 2020 through December 4, 2020. If you do not already have an Infinite Campus Parent Portal Account, please contact the school for access information and instructions. Access to the parent portal is also available via the Campus Parent mobile app for any Apple iOS or Android device. If you are unable to complete the online Federal Impact Aid Survey by December 4, 2020, please contact the school for a paper survey. For portal or survey questions, please contact the school.

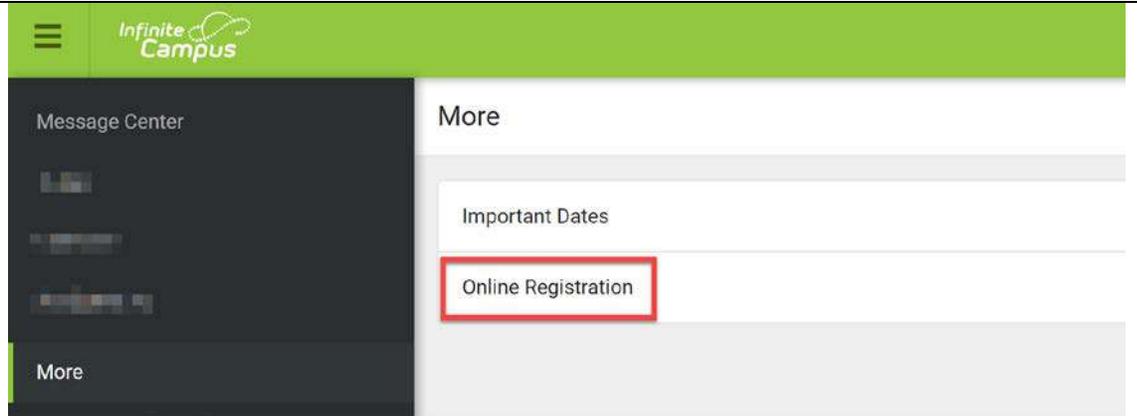
Mahalo for your assistance in completing the Online Federal Impact Aid Survey!

Action	Screenshot
<p>1. Login to the Parent Portal</p> <p>If you have forgotten your Parent Username and/or Password, click on the Forgot Password and/or Password Username button.</p> <p>If you have never received your Parent Login and Password, please contact your school. If parents have separate accounts, but are in the same household, only one parent needs to complete the online survey.</p>	<p>Using your Parent Username and Password, log into the Campus Parent app on your mobile device or use a web browser and go to: https://hawaii.infinitecampus.org/campus/portal/parents/hawaii.jsp</p> 

2. Navigate and Click **More**



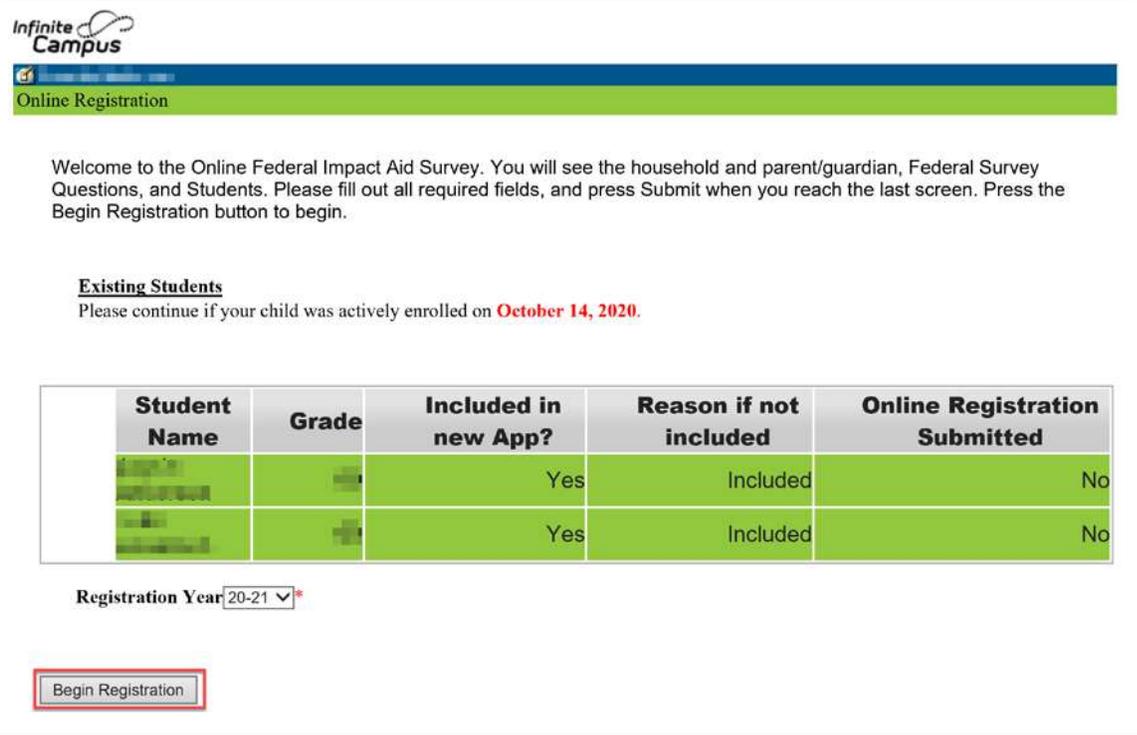
3. The following screen will appear. Click **Online Registration**



4. The following screen will appear.

Please verify your child's name. Contact the school if any names are incorrect.

Click **Begin Registration** to continue.



5. The authorization screen will appear.

Confirm your identity by typing your **First** and **Last Name**. Then click the **Submit** button.

Also note your Application Number in the upper right-hand corner.



Welcome Aloha Parent! Please type in your first and last name in the box below.

By typing your name into the box below you attest that you are the person authenticated into this application or an authorized user of this account, and the data you are entering/verifying is accurate and true to the best of your knowledge.

Aloha Parent [Submit]

6. Read the memo and click the button **Click Here to Begin**



Welcome to the On-line Federal Impact Aid Program Survey collection.

Please note: All information input should be as of the Survey date of October 14, 2020.

Dear Parent or Guardian:

Please take immediate action to complete the Impact Aid Program Survey Form with your information as of October 14, 2020.

Every child in Hawaii benefits from federal Impact Aid funds. In School Year 2017-18, the average cost to educate a public school student in Hawaii was approximately \$14,987. However, the average reimbursement received for a federally-connected student was \$1,576 or 10.5 percent of the total cost. Hawaii taxpayers funded the remaining balance.

Hawaii's Impact Aid funding is determined by the number of eligible parents/guardians who complete and return the survey form. In 2017-18, Hawaii's public schools benefited from more than \$40.3 million in federal Impact Aid, thanks to some 25,600 families who filled out their survey form. We need your continued support to complete and return the form!

All parents should complete and return the form, not just military parents. In Hawaii, Impact Aid funding has offset costs for school materials and resources, substitute teachers, student transportation, school utilities (e.g., electricity), and other services at schools statewide. All students and all schools benefit from Impact Aid.

Every form not returned means funds lost to Hawaii classrooms, including your child's. If you have any questions on how to fill out the form, please contact your child's school or call 808-564-6040 and ask for the Federal Survey Section. All information that you provide on the survey will be confidential and hard copies will be destroyed following federal guidelines. For more information on Impact Aid, please visit US Department of Education Federal Impact Aid. Thank you for supporting Hawaii's keiki and educators.

Thank you for supporting Hawaii's keiki and educators.

CLICK HERE TO BEGIN

7. The Student(s) Primary Household - Primary Phone screen will appear.

Verify your phone number and Click **Next**.



* Indicates a required field

Student(s) Primary Household | Parent/Guardian | Student | Completed

Primary Phone: (808) 555-5555 [Next] [Save/Continue]

8. The *Student(s) Primary Household – Home Address* will appear.

If your home address listed is no longer current, contact school before continuing.

Otherwise, Click the **Save/Continue** button.

Infinite Campus Online Registration

Application Number 4196

* Indicates a required field

▼ Student(s) Primary Household | Parent/Guardian | Student | Completed

Primary Phone

▼ Home Address

Your address as listed in the portal
601 Kamokila Blvd
Kapolei, HI 96707

The home address listed is no longer current

← Previous

Save/Continue

9. The *Student(s) Parent/Guardian* screen will appear.

Parents/Guardians will be highlighted in yellow to indicate that person is missing required information.

For EACH Parent/Guardian, click the **Edit/Review** button for completion.

Infinite Campus Online Registration

Application Number 4196

* Indicates a required field

✓ Student(s) Primary Household | ▼ Parent/Guardian | Student | Completed

Parent/Guardian

First Name	Last Name	Gender	Completed	Record Type	
[Redacted]	[Redacted]	F		Existing	Edit/Review
[Redacted]	[Redacted]	M		Existing	Edit/Review

Please list all primary Parent/Guardians in this area.

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

Back Save/Continue

10. The following *Demographics* screen will appear.

Enter the Birth Date of the Parent if missing.

Click **Next**

Infinite Campus Online Registration Application Number 4196

* Indicates a required field

✓ Student(s) Primary Household ▶ Parent/Guardian ▶ Student ▶ Completed

Parent/Guardian Name: Aloha Parent

Demographics

Enter the parent/guardian you wish to enter. Please review and complete the following:

First Name	Aloha
Middle Name	
Last Name	Parent
Suffix	
Birth Date	01/01/2000
Gender	Female

Please check this box if this person lives at the address listed below.

601 Kamokila Blvd
Kapolei, HI 96707

Next >

Contact Information

Instructions for Filling Out Impact Aid Form

Federal Impact Aid Program Survey

Cancel Save/Continue

11. The following *Contact Information* screen will appear.

Verify the phone numbers and add email if applicable.

If any information is incorrect, please contact the school.

Click the **Next** button to continue.

Infinite Campus Online Registration Application Number 4196

* Indicates a required field

✓ Student(s) Primary Household ▶ Parent/Guardian ▶ Student ▶ Completed

Parent/Guardian Name: Aloha Parent

Contact Information

At least one Phone Number is required.*

Enter the contact information and how you'd prefer to receive the different types of messages we will send you.

Cell Phone	(808) 555 - 5555
Work Phone	() - - x
Other Phone	() - - x
Email	* A...

or

Has no e-mail

Secondary Email

< Previous Next >

Instructions for Filling Out Impact Aid Form

Federal Impact Aid Program Survey

Cancel Save/Continue

13. The *Federal Impact Aid Program Survey* screen will appear.

Take your time and answer each question carefully.

Click the **Save/Continue** button when done.

All information must be accurately completed as of October 14, 2020.

All fields on this page are required.

Repeat steps 9-13 for each Parent/Guardian.

*Indicates a required field

✓ Student(s) Primary Household ▶ Parent/Guardian ▶ Student ▶ Completed

Parent/Guardian Name: [Redacted]

Demographics

Contact Information

Instructions for Filling Out Impact Aid Form

Federal Impact Aid Program Survey

The survey date is October 14, 2020. All information must be accurate as of October 14, 2020. All boxes must be filled in with complete information if applicable.

*Required Fields

Are you a member of the United States uniformed services (i.e. Military, Reserves, National Guard, NOAA)?

Yes
 No

***Are you a member of a Foreign Military?** (Must be both accredited foreign government official and a foreign military officer)

Yes
 No

Are you a civilian who lives on Federal property?

Yes
 No

Do you live in a Hawaii Public Housing rental unit?

Yes
 No

Do you WORK on either a Federal property OR Hawaii Public Housing Property?

Yes
 No

This information is the basis for payment to your school district of federal funds under the Impact Aid Program (Title VIII of the Every Student Succeeds Act), and may be provided to the U.S. Department of Education if your school district's application for payment is audited.

This form must be signed for your school district to receive funds based on this information. **In this online survey, you will be able to sign electronically in the student section for each child.**

Previous

Cancel Save/Continue

Note: If "National Guard (Title 10, orders attached)" or "Reserve (Title 10, orders attached)" is selected for Military Status, please upload a copy of orders at the bottom of the page.

*Indicates a required field

✓ Student(s) Primary Household ▶ Parent/Guardian ▶ Student ▶ Completed

Parent/Guardian Name: [Redacted]

Demographics

Contact Information

Instructions for Filling Out Impact Aid Form

Federal Impact Aid Program Survey

The survey date is October 14, 2020. All information must be accurate as of October 14, 2020. All boxes must be filled in with complete information if applicable.

*Required Fields

Are you a member of the United States uniformed services (i.e. Military, Reserves, National Guard, NOAA)?

Yes
 No

Branch of Service Army

Rank ES: Sergeant

Military Status as of October 14, 2020 National Guard (Title 10, orders attached)

Upload a copy of your Orders at the bottom of this page.

Reserve on Base?

This information is the basis for payment to your school district of federal funds under the Impact Aid Program (Title VIII of the Every Student Succeeds Act), and may be provided to the U.S. Department of Education if your school district's application for payment is audited.

This form must be signed for your school district to receive funds based on this information. **In this online survey, you will be able to sign electronically in the student section for each child.**

Please upload copy of Orders if "Title 10" is selected for Military Status.*

Upload Copy of Orders

Previous

Cancel Save/Continue

14. The *Student screen* will appear and highlighted in yellow indicating information needs to be completed.

Click the **Edit/Review** button to continue.

✓ Student(s) Primary Household → ✓ Parent/Guardian → Student → Completed

Student

First Name	Last Name	Gender	School	Completed	Record Type	
					Existing	Edit/Review

Please include all students that need to be enrolled.

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

Back Save/Continue

15. *Student - Demographics screen* will appear.

Verify the information and Click the **Next** button to continue.

If any information is incorrect, please contact the school.

✓ Student(s) Primary Household → ✓ Parent/Guardian → Student → Completed

Student Name: [] [] [] []

Demographics

There will be a few steps for each student you enter. The first is general demographic information. Please verify or add the information below. Please update any information that is incorrect. Please enter the student's name exactly as it appears on the birth certificate. If your student has two last names, please enter both in the box marked "last name". Please enter names without a dash, okina, or kahako.

Legal First Name [] * Gender [] * Enrollment Grade [] *
 Middle Initial [] Birth Date [] * Enrolled School: []
 Legal Last Name [] *
 Suffix []

Next >

16. The *Student - Relationship* screen will appear.

Verify the information.

The Contact Sequence is a required field and must be filled out in order to proceed.

Click the **Next** button to continue.

Infinite Campus Online Registration

Application Number 4196

* Indicates a required field

✓ Student(s) Primary Household ✓ Parent/Guardian ▼ Student Completed

Student Name: [Redacted]

Demographics

Relationships - Parent/Guardians

At least one person must be marked as 'Guardian'.*

Name	Relationship*	Guardian	Mailing	Portal	Messenger	Contact Sequence*	or	No Relationship
Aloha Parent	Mother	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>
Hawaii Parent	Father	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2		<input type="checkbox"/>

Description of Contact Preferences

Guardian - Marking this checkbox will flag this person as legal guardian to the student.

Mailing - Marking this checkbox will flag this person to receive mailings for the student.

Portal - Marking this checkbox will flag this person as a portal account, and this person will be able to view student information within the portal for this student.

Messenger - Marking this checkbox will flag this person to receive messages from the District's messenger system.

Secondary Household - Marking this checkbox will indicate that the student has a secondary household membership with this person.

Contact Sequence - Adding a sequence number on contacts will prompt district staff to contact these persons in the order that you specify. Parent/Guardians should start with a sequence of 1.

No Relationship - Marking this checkbox will indicate that this person does not share a relationship to the student. By checking this checkbox you are indicating that this person no longer has a relationship to the student. The relationship will be ended if one exists.

← Previous Next →

Signature

Cancel Save/Continue

17. The *Signature* screen will appear.

Please sign in the box using your mouse or finger and click the **Save/Continue** button.

Signature

This information is the basis for payment to your school district of federal funds under the Impact Aid Program (Title VIII of the Every Student Succeeds Act), and may be provided to the U.S. Department of Education if your school district's application for payment is audited. This form must be signed for your school district to receive funds based on this information. **By signing this form, I am certifying that all typed information on this form is accurate and complete as of the survey date of October 14, 2020.**

Please sign on the line below:*

Clear

← Previous

Cancel Save/Continue

18. The completed Student screen will appear.

If your child's name still appears in yellow, please Edit/Review items again. Repeat steps #14-18 for any of your other listed children.

Save/Continue button to continue.

First Name	Last Name	Gender	School	Completed	Record Type	
				✓	Existing	Edit/Review

Please include all students that need to be enrolled.

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

[Back](#) [Save/Continue](#)

19. The following Completed screen will appear.

Click the **Application Summary PDF** link.

Review all information for accuracy. If there are errors, click "Back" to make your corrections.

Once all information has been verified, click **Submit**.

Infinite Campus Online Registration

* Indicates a required field

✓ Student(s) Primary Household ✓ Parent/Guardian ✓ Student Completed

Click the "Application Summary PDF" link below. Review the summary for accuracy. If there are errors, please correct them BEFORE clicking "Submit".

[Submit](#)

You must submit your application by clicking the SUBMIT button. An email notification will be sent to you. Thank you.

[Back](#)

[Application Summary PDF](#)

20. You may print your Online Registration Summary for your records.

Online Registration Summary

Modified By:
Modified Date:
Application End Year: 2021

Confirmation Number: #
Application Created By: test parent

Household

Primary Phone

Home
Phone: ()

Home Address

From Portal

City, State, ZIP

Household has no separate Mailing Address

Parent/Guardian
Gender: M
Household: Yes

Contact Information

Cell:
Work:
Other:
Email:
Secondary
Email:

Instructions for Filling Out Impact Aid Form

Impact Aid

Military Y/N: No
Foreign Gov Y/N: No
Live on Federal Property Y/N: No
Federal Property Yes No: No
Work on Federal Property Y/N: No

Parent/Guardian
Gender: F
Household: Yes

Contact Information

Cell:
Work:
Other:
Email:
Secondary
Email:

Instructions for Filling Out Impact Aid Form

Impact Aid

Military Y/N: No
Foreign Gov Y/N: No
Live on Federal Property Y/N: No
Federal Property Yes No: No
Work on Federal Property Y/N: No

Student
Gender: M
DOB:

Demographics

Enrollment Grade: 02
Enrolled School: OLR Elem

Student
DOB:
Gender: M

Relationships

- Mother

Guardian: true
Mailing: true
Portal: true
Messenger: true
Contact Order: 1

- Father

Guardian: true
Mailing: true
Portal: true
Messenger: true
Contact Order: 2

- Sibling

Signature



<p>21. The following Warning message will appear.</p> <p>When you are ready to submit, click the Confirm button.</p> <p>Once clicked, you will not be able to change any information. You will need to contact the school to make changes.</p>	<div style="background-color: #cccccc; padding: 5px; border: 1px solid #000; margin-bottom: 10px;"> <p>Warning</p> <p>Are you sure you that you are ready to submit this registration? You will not be able to enter and/or modify this information after submitting.</p> </div> <div style="text-align: right; margin-top: 20px;"> <input style="border: 2px solid red; padding: 5px 15px;" type="button" value="Confirm"/> <input style="padding: 5px 15px; margin-left: 10px;" type="button" value="Cancel"/> </div>
<p>22. Your submission is now complete and available for the school staff to process.</p> <p>Submittal of this Impact Aid Survey, alerts the school to start the survey review process.</p> <p>A confirmation email will be sent to the email address you indicated.</p>	<div style="text-align: center;">  </div> <div style="background-color: #e0e0e0; padding: 20px; margin-top: 10px; text-align: center;"> <p>Thank you for completing Online Registration! For a PDF copy of the submitted data, please click the link below.</p> <p>Application Summary PDF</p> </div>

Mahalo for completing the Federal Impact Aid Survey!