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!

<table>
<thead>
<tr>
<th>Action</th>
<th>Screenshot</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Login to the Parent Portal</td>
<td>Using your Parent Username and Password, log into the Campus Parent app on your mobile device or use a web browser and go to: <a href="https://hawaii.infinitecampus.org/campus/portal/parents/hawaii.jsp">https://hawaii.infinitecampus.org/campus/portal/parents/hawaii.jsp</a></td>
</tr>
</tbody>
</table>

If you have forgotten your Parent Username and/or Password, click on the Forgot Password and/or Password Username button.

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.
1. Navigate and Click More

2. The following screen will appear. Click Online Registration

3. The following screen will appear. Please verify your child’s name. Contact the school if any names are incorrect.

4. The following screen will appear. Welcome to the Online Federal Impact Aid Survey. You will see the household and parent/guardian, Federal Survey Questions, and Students. Please fill out all required fields, and press Submit when you reach the last screen. Press the Begin Registration button to begin.

   **Existing Students**
   Please continue if your child was actively enrolled on **October 14, 2020**.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Grade</th>
<th>Included in new App?</th>
<th>Reason if not included</th>
<th>Online Registration Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td></td>
<td>Yes</td>
<td>Included</td>
<td>No</td>
</tr>
<tr>
<td>Jane Smith</td>
<td></td>
<td>Yes</td>
<td>Included</td>
<td>No</td>
</tr>
</tbody>
</table>

   **Registration Year** 20-21

   [Begin Registration]
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.

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

7. The *Student(s) Primary Household - Primary Phone screen* will appear. Verify your phone number and Click Next.
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.

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.
10. The following Demographics screen will appear.

Enter the Birth Date of the Parent if missing.

Click Next
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.
12. The Instructions for Filling Out Impact Aid Form screen will appear.

Review the instructions and Click the Next button to continue.

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.

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.

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<table>
<thead>
<tr>
<th><strong>Parent/Guardian Name:</strong></th>
</tr>
</thead>
</table>

- **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 service (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 VII 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.

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

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

17. The **Signature** screen will appear.

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

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

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**Online Registration Summary**

**Modified By:**
Modified Date:
Application End Year: 2021
Application Created By: test parent

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**Household**

- **Primary Phone**
  - Home: 
  - Work: 
  - Other: 
  - Email: 
  - Secondary Email: 

- **Home Address**
  - From: 
  - To: 
  - City: 
  - State: 
  - Zip: 
  - Household has no separate Mailing Address

- **Parent/Guardian**
  - Gender: M
  - Household: Yes

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**Student**

- **DOB:** 
  - Gender: M
  - **Relationships**
    - Guardian: true
      - Mother: 
      - Father: 
      - Guardian: true
      - Mailing: true
      - Postal: true
      - Messenger: true
      - Contact Order: 1
    - Guardian: true
      - Mailing: true
      - Postal: true
      - Messenger: true
      - Contact Order: 2

- **Signature:**

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**Demographics**

- Enrollment Grade: 02
- Breaded School: OLR Brev
21. The following Warning message will appear.

When you are ready to submit, click the **Confirm** button.

Once clicked, you will not be able to change any information. You will need to contact the school to make changes.

22. Your submission is now complete and available for the school staff to process.

Submittal of this Impact Aid Survey, alerts the school to start the survey review process.

A confirmation email will be sent to the email address you indicated.

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*Mahalo for completing the Federal Impact Aid Survey!*