Instructions for Parents/Guardians:

Completing the HIDOE Online Federal Impact Aid Survey SY 2021-2022

The Hawaii Department of Education (HIDOE) would like to extend its appreciation to the schools participating in HIDOE’s 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 September 8, 2021, parents/guardians will log into the Infinite Campus Portal and complete the Impact Aid survey. Parents/Guardians should provide responses reflecting their status as of the survey date, September 8, 2021. Please note that not all schools are participating in this online pilot project. Parents/guardians who have children at different schools that are not participating in the online pilot project must complete paper surveys that are sent with their child. 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 September 8, 2021 through December 3, 2021. 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 3, 2021, please contact the school for a paper survey. For portal or survey questions, please contact the school office.

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>
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.

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 on how to fill your Impact Aid Form will appear.

Review the instructions and Click the **Next** button to continue.

Take your time and answer each question carefully.

Click the Save/Continue button when done.

All information must be accurate as of September 8, 2021.

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.
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:**

**Confirmation Number:** #

**Application Created By:** test parent

<table>
<thead>
<tr>
<th>Household</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Parent/Guardian</strong></td>
<td><strong>DOB:</strong></td>
</tr>
<tr>
<td>Gender: F</td>
<td></td>
</tr>
<tr>
<td>Household: Yes</td>
<td></td>
</tr>
<tr>
<td><strong>Contact Information</strong></td>
<td><strong>Father</strong></td>
</tr>
<tr>
<td>Cell:</td>
<td>Guardian:</td>
</tr>
<tr>
<td>Work:</td>
<td>true</td>
</tr>
<tr>
<td>Other:</td>
<td>Mailing: true</td>
</tr>
<tr>
<td>Email:</td>
<td>Portal: true</td>
</tr>
<tr>
<td>Secondary Email:</td>
<td>Messenger: true</td>
</tr>
<tr>
<td><strong>Contact Order:</strong> 2</td>
<td></td>
</tr>
</tbody>
</table>

| **Parent/Guardian** | **Relationships** |
| Gender: M | |
| Household: Yes | |
| **Contact Information** | **Mother** |
| Cell: | Guardian: |
| Work: | true |
| Other: | Mailing: true |
| Email: | Portal: true |
| Secondary Email: | Messenger: true |
| **Contact Order:** 1 | |

**Signature**

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### 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: Y/N: No
- Work on Federal Property: Y/N: No

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### Demographics

- Enrollment Grade: 02
- Graduated School: OUR Elem
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.

<table>
<thead>
<tr>
<th>Warning</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

| Confirm | Cancel |

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.

Mahalo for completing the Federal Impact Aid Survey!