

Instructions for Parents/Guardians:

Completing the HIDOE Online Federal Impact Aid Survey SY 2023-24

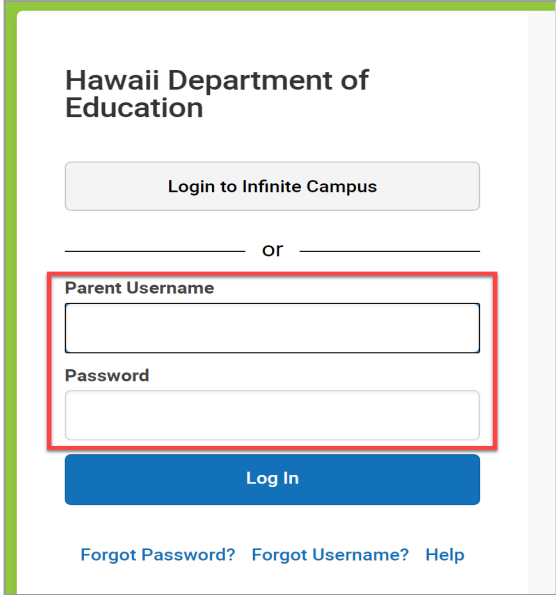
The Hawaii Department of Education (HIDOE) would like to extend its appreciation to the schools participating in the online collection of Federal Impact Aid (Online FIA) Survey data. This provides parents with the ability to complete the Federal Impact Aid Survey through the Infinite Campus Parent Portal.

Beginning September 6, 2023, parents/guardians will log into the Infinite Campus Parent Portal and complete the Online Federal Impact Aid Survey. Parents/Guardians should provide responses reflecting their status as of the survey date, [September 6, 2023](#). If you do not 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 FIA Survey by December 1, 2023, please contact the school.

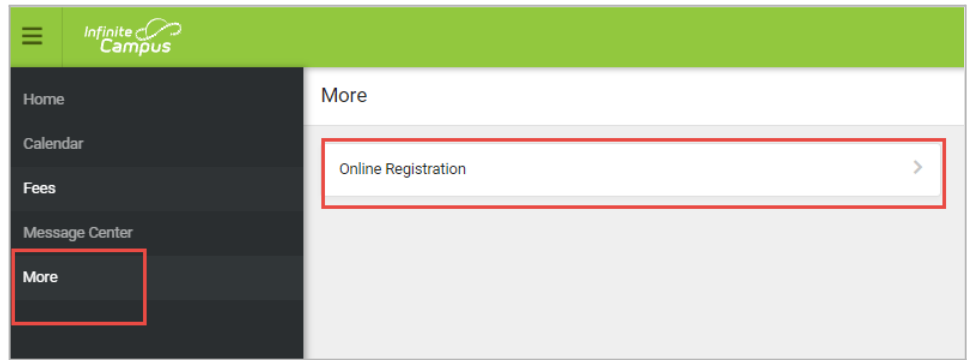
Please note that not all schools are participating in this Online FIA Survey collection. If parents/guardians have completed the Online FIA survey and receive paper surveys from their child(ren), they should inform the paper survey school(s) that the Federal Impact Aid survey was completed online. Federal funding is allocated on a per student basis.

For questions on the Parent Portal or Online FIA, please contact the school office.

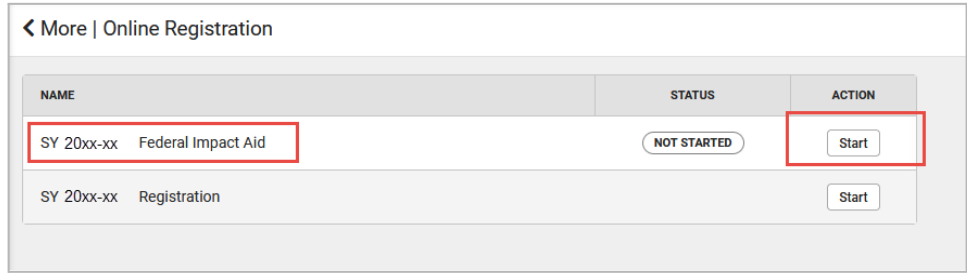
Unsubmitted forms could result in forfeited education dollars for Hawai'i students. Mahalo for your assistance in completing the Online Federal Impact Aid Survey!

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 Forgot Username? words.</p> <p>If you have never received your Parent Login and Password, please contact your school.</p> <p>If parents have separate accounts but are in the same household, only one parent needs to complete the Online Survey.</p>	<p>https://hawaii.infinitecampus.org/campus/portal/parents/hawaii.jsp</p> 

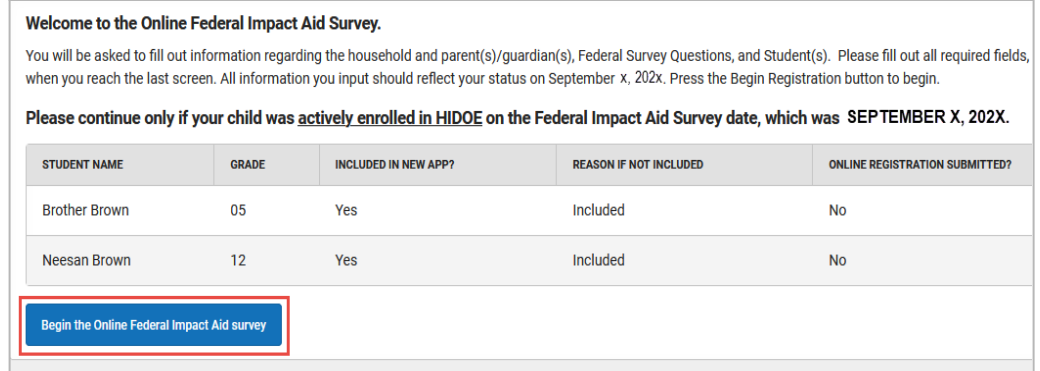
2. Click **“More”**. Then click **“Online Registration”**.



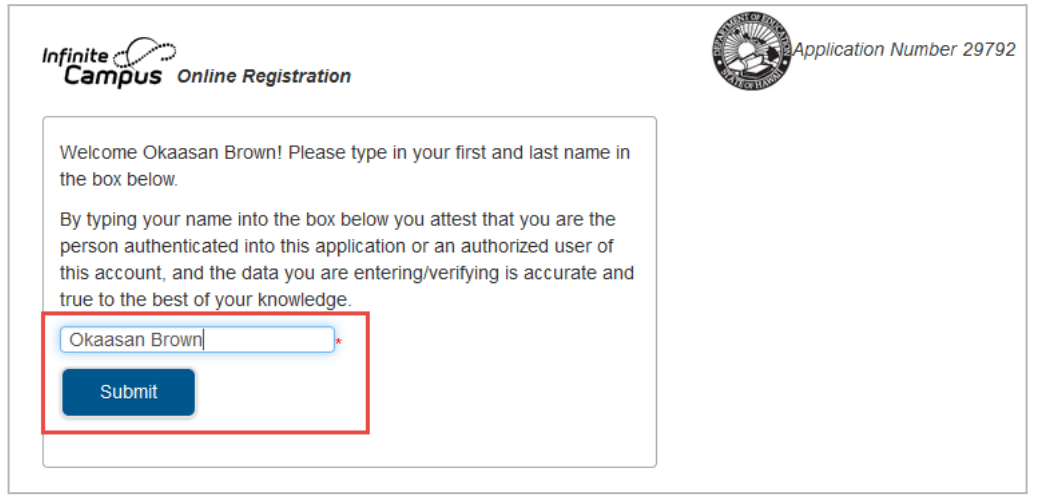
3. Find **“SY 20xx-20xx Federal Impact Aid”**. Click **“Start”**.



4. Please verify your child’s/children’s name(s).
Contact the school if any names or grade levels are incorrect.
Click **“Begin the Online Federal Impact Aid survey”** to continue.



5. The *authorization screen* will appear.
Confirm your identity by typing your **First and Last Name**. Then click **“Submit”**.
Also note your **Application Number** in the upper right-hand corner.



6. Read the memo on the screen.

Then click **“CLICK HERE TO BEGIN”**.

Welcome to the ONLINE FEDERAL IMPACT AID Survey Collection

Survey Date: September x, 202x

Dear Parent or Guardian:

We kindly ask that you take immediate action to fully complete and sign the [online](#) Impact Aid Program Survey Form with **your information as of September X, 20xx**.

Every child in Hawai'i benefits from federal Impact Aid funds. In the 2020-21 school year, the average cost to educate a public school student in Hawai'i was approximately \$18,420. However, the average reimbursement received for a federally connected student was \$2,162, or 11.74 percent of the total cost. Hawai'i taxpayers funded the remaining balance.

Hawai'i's Impact Aid funding is determined by the number of eligible parents/guardians who complete and return the survey form. In the 2020-21 school year, Hawai'i public schools benefited from more than \$47.85 million in federal Impact Aid, thanks to more than 22,100 families who filled out their survey form. We need your continued support to secure this important funding!

All parents should complete and return the form, not just military parents. In Hawai'i, Impact Aid helps offset costs for school materials and resources, substitute teachers, student transportation, school utilities such as electricity, and other services at schools statewide. All students and all schools benefit from Impact Aid.

Unreturned forms could result in forfeited education dollars for Hawai'i students. If you have any questions on how to fill out the form, please contact your child's school. All information provided on the survey will be confidential and information will be destroyed in accordance with federal guidelines. For more information on Impact Aid, please visit <https://oese.ed.gov/offices/office-of-formula-grants/impact-aid-program/>.

Thank you for supporting Hawai'i's keiki and educators.

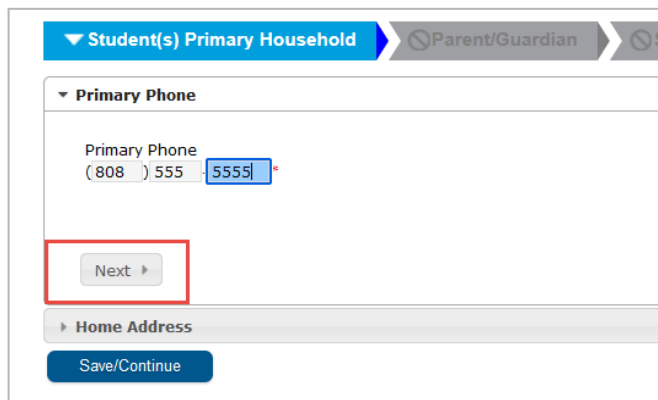
Sincerely,

The Hawaii State Department of Education

[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* screen will appear.

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

Otherwise, click **“Save/Continue”**.



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

A Parent/Guardian highlighted in yellow indicates that the person's record is missing required information. Click **"Edit/Review"** to complete inputting for that person(s).

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

Parent/Guardian

First Name	Last Name	Gender	Completed	Record Type	
Okaasan	Brown	F		Existing	Edit/Review
Otoosan	Brown	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 *Student(s) Primary Household Demographics* screen will appear.

Enter the Birth Date of the Parent if missing.

Click **"Next"**.

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

Parent/Guardian Name: Okaasan Brown

▼ Demographics

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

First Name: Okaasan *

Middle Name: *

Last Name: Brown *

Suffix: ▼

Birth Date: 01/01/1999 *

Gender: Female ▼ *

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

110000 Rainbow Lane
Happy Land, HI 11000-0000

Next ▶

▶ Contact Information

▶ Instructions for Filling Out the Online Federal Impact Aid (Online FIA) Survey

▶ Online Federal Impact Aid (Online FIA) Survey

Cancel **Save/Continue**

11. The *Student(s) Primary Household Contact Information* screen will appear.

Verify the phone numbers and add email if applicable.

If any information is incorrect, contact the school.

Click “Next” to continue.

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

Parent/Guardian Name: Okaasan Brown

Demographics

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) 111 - 0000

Work Phone () - x

Other Phone () - x

Email *fakeyemail@yahoo.com

or

Has no e-mail

Secondary Email

Previous Next

Instructions for Filling Out the Online Federal Impact Aid (Online FIA) Survey

Online Federal Impact Aid (Online FIA) Survey

Cancel Save/Continue

12. The *Student(s) Primary Household Instructions for Filling Out the Online Federal Impact Aid (Online FIA) Survey* screen will appear.

Review the instructions and click “Next” to continue.

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

Parent/Guardian Name: Okaasan Brown

Demographics

Contact Information

Instructions for Filling Out the Online Federal Impact Aid (Online FIA) Survey

HOW TO FILL YOUR ONLINE FIA SURVEY

GENERAL:

- Information must be correct as of **September x, 20xx (FIA Survey Date)**
- Answer all required questions.

SURVEY QUESTIONS – Additional Instructions

PARENT/GUARDIAN INFORMATION. Verify and/or modify demographic info displayed.

MILITARY STATUS: If the parent/guardian is with the Reserves or Guard and is "active" on the Survey date (i.e. Title 10), a copy of the orders must be uploaded.

FOREIGN GOVERNMENT: If the parent/guardian is an accredited foreign government official AND a foreign military officer then enter data fields: Name of Foreign Government, Branch of Service, Rank.

SHIP: If deployed on a ship, provide information. For example: U.S.S. Columbus, #SSN 762, Pearl Harbor, Navy

EMPLOYER STREET NUMBER AND NAME: If you are working on federal property, provide information. If employed by a company contracted by a federal agency and working on federal property, provide information.

Please use street number and name. Example: 45 Smith Circle. Do not use post office box and military unit. No acronyms. Example: Not "AMR", but Alamamu Military Reservation.

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Online Federal Impact Aid (Online FIA) Survey

Cancel Save/Continue

13. The *Student(s) Primary Household Online Federal Impact Aid (Online FIA) Survey screen* will appear.

Take your time and answer each question carefully.

Information must be accurate as of the Federal Impact Aid Survey date: Wednesday, September 6, 2023.

All fields on this page are required.

Click **“Save/Continue”** when done.

Repeat steps 9-13 for each Parent/Guardian.

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

Parent/Guardian Name: Okaasan Brown

▶ Demographics

▶ Contact Information

▶ Instructions for Filling Out the Online Federal Impact Aid (Online FIA) Survey

▼ Online Federal Impact Aid (Online FIA) Survey

The survey date is September X, 20xx. All information must be accurate as of September X, 20xx. 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, upload a copy of orders at the bottom of the page.

Click “Save/Continue” when done.

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

Yes
 No

Branch of Service: Army

Rank: E9: Sergeant Major, Command Sergeant Major

Military Status as of Federal Survey date: National Guard (Title 10, orders attached)

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

↓

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(s) Primary Household Student* screen will appear.

A student highlighted in yellow indicates that the person’s record is missing required information. Click “Edit/Review” to complete inputting for that student(s).

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

Student

First Name	Last Name	Gender	School	Completed	Record Type	
Sister	Brown	F	Kokua High		Existing	Edit/Review
Brother	Brown	M	Aloha Elem		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.

Green - Indicates that person is completed.

15. The *Student(s) Primary Household Demographics* screen will appear.

Verify the information and click “Next” to continue.

If any information is incorrect, contact the school.

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

Student Name: Sister K Brown

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: Sister * Gender: Female * Enrollment Grade: 12 *

Middle Initial: K Birth Date: 02/02/2006 * Enrolled School: Kokua High School

Legal Last Name: Brown * Suffix: [v]

[Next >](#)

Relationships - Parent/Guardians

Relationships - Other Household

Signature

16. The *Student(s) Primary Household Relationships - Parent/Guardians* screen will appear.

Verify the information.

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

Click **“Next”** to continue.

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

17. The *Student - Relationships - Other Household* screen will appear.

Verify the information. Click **“Next”** to continue.

Name: Brother Brown, Relationship*: Sibling, or, No Relationship:

18. The *Signature* screen will appear.

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

Parent/Guardian Signature: [Handwritten Signature]

19. The completed *Student(s) Primary Household Student* screen will appear.

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

Click **"Save/Continue"**.

First Name	Last Name	Gender	School	Completed	Record Type	Edit/Review
Sister	Brown	F	Kokua High	✓	Existing	Edit/Review
Brother	Brown	M	Aloha Elem		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.

Green checkmark - Indicates that person is completed.

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

20. The following *Student(s) Primary Household Completed* screen will appear.

Click the **"Application Summary PDF"** link.

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](#)

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

You may print your Online Registration Summary for your records.

Online Registration Summary Page 1 / 1
Brown, Sister K | 29474

Modified By: **Modified Date:** **Application End Year:** SY 2023-2024 Federal **Impact Aid** **Confirmation Number:** # 29474 **Application Created By:** Otoosan Brown

Household	Parent/Guardian
Primary Phone Home Phone:(808)111-0000 Home Address From Portal 1100000 Rainbow Lane Happy Land, HI 11000-0000 Household has no separate Mailing Address	Brown , Otoosan Birthdate: 04/04/1999 Gender: M Household: Yes 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 Brown , Okaasan Birthdate: 01/01/1999 Gender: F Household: Yes	Student Brown , Sister K DOB: 02/02/2006 Student Number: 1110000111

Contact Information
 Cell: (808)111-0000
 Work:
 Other:
 Email: fakeyemail@yahoo.com
 Secondary
 Email:

Instructions for Filling Out the Online Federal Impact Aid (Online FIA) Survey

Impact Aid
 Military Y/N: Yes
 Military Branch: Air Force
 Rank Air Force: O-2: First Lieutenant
 Military Status: Reserve (Title 10, orders attached)
 On-Base Y/N: No
 Are you on a ship? 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

Documents Uploaded:
 Title10Orders Sample (1).pdf Title 10 (Orders)

Demographics
 Enrollment Grade: 12
 Enrolled School: Hakipuu Academy - PCS

Relationships
 Okaasan Brown - Mother
 Guardian: true
 Mailing: true
 Portal: true
 Messenger: true
 Contact Order: 1
 Otoosan Brown - Father
 Guardian: true
 Mailing: true
 Portal: true
 Messenger: true
 Contact Order: 2
 Brother Brown - Sibling

Signature

22. Once all information has been verified, click **“Submit”**. **Once clicked, you will not be able to change any information**. You will need to contact the school to make changes.

A Warning message will appear.

Click **“Confirm”**.

The screenshot shows a progress bar at the top with four steps: 'Student(s) Primary Household', 'Parent/Guardian', 'Student', and 'Completed'. Below the progress bar, there is a yellow highlighted instruction: 'Click the "Application Summary PDF" link below. Review the summary for accuracy. If there are errors, please correct them BEFORE clicking "Submit"'. A red box highlights the 'Submit' button, with a red arrow pointing to it from the right. Below the 'Submit' button is a 'Back' button and a link for 'Application Summary PDF'. A message below the buttons states: 'You must submit your application by clicking the SUBMIT button. An email notification will be sent to you. Thank you.'

The warning message dialog box has a grey header with the word 'Warning'. The main text asks: 'Are you sure you that you are ready to submit this Online Federal Impact Aid survey? You will not be able to enter and/or modify this information after submitting.' At the bottom right, there are two buttons: 'Confirm' (highlighted with a red box) and 'Cancel'.

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

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

The confirmation message features the 'Infinite Campus Online Registration' logo at the top. The main text says: 'Thank you for completing Online Registration! For a PDF copy of the submitted data, please click the link below.' Below the text is a blue link for 'Application Summary PDF'.

Mahalo for completing the Online Federal Impact Aid Survey!