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!

<table>
<thead>
<tr>
<th>Action</th>
<th>Screenshot</th>
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<tbody>
<tr>
<td>1. Login to the Parent Portal.</td>
<td><img src="https://hawaii.infinitecampus.org/campus/portal/parents/hawaii.jsp" alt="Screenshot" /></td>
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<tr>
<td>If you have forgotten your Parent Username and/or Password, click on the Forgot Password? and/or Forgot Username? words.</td>
<td></td>
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<tr>
<td>If you have never received your Parent Login and Password, please contact your school.</td>
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<tr>
<td>If parents have separate accounts but are in the same household, only one parent needs to complete the Online Survey.</td>
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</table>
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”.

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”.

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, 202x.

Every child in Hawaii benefits from federal Impact Aid funds. In the 2020-21 school year, the average cost to educate a public school student in Hawaii was approximately $10,820. However, the average reimbursement received for a federally connected student was $2,162, or 19.74 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 the 2020-21 school year, Hawaii public schools benefited from more than $47.76 million in federal Impact Aid, thanks to more than 22,500 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. Hawaii’s 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 reduced education dollars for Hawaii 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://www.ed.gov/offices/office-of-formula-grants/impact-aid-program.

Thank you for supporting Hawaii’s kids and educators.

Sincerely,
The Hawaii State Department of Education

CLICK HERE TO BEGIN

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[Image of the survey collection screen]

**Primary Phone**

Primary Phone
(808) 555-5555

Next

Home Address

Save/Continue

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[Image of the home address screen]

**Home Address**

Your address as listed in the portal

1100000 Rainbow Lane

Happy Land, HI 11000-0000

☐ The home address listed is no longer current

Previous

Household Linked to ID: 82655

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).

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

Enter the Birth Date of the Parent if missing.

Click “**Next**”.
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.

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.
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.
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.

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).

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.
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.

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

Verify the information. Click “Next” to continue.

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18. The **Signature** screen will appear.

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

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

Click the “Application Summary PDF” link.

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.
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”.

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.

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**Mahalo for completing the Online Federal Impact Aid Survey!**