



WELINA MAI 'OUKOU!

POST-AWARDING REQUIREMENTS

Pauahi Keiki Scholars (PKS) and Kipona Scholarships

This guide provides instructions for submitting Ho'oulu Kaiāulu activity information and attendance reports for 'ohana whose keiki are participants in our PreK-12 scholarship programs.



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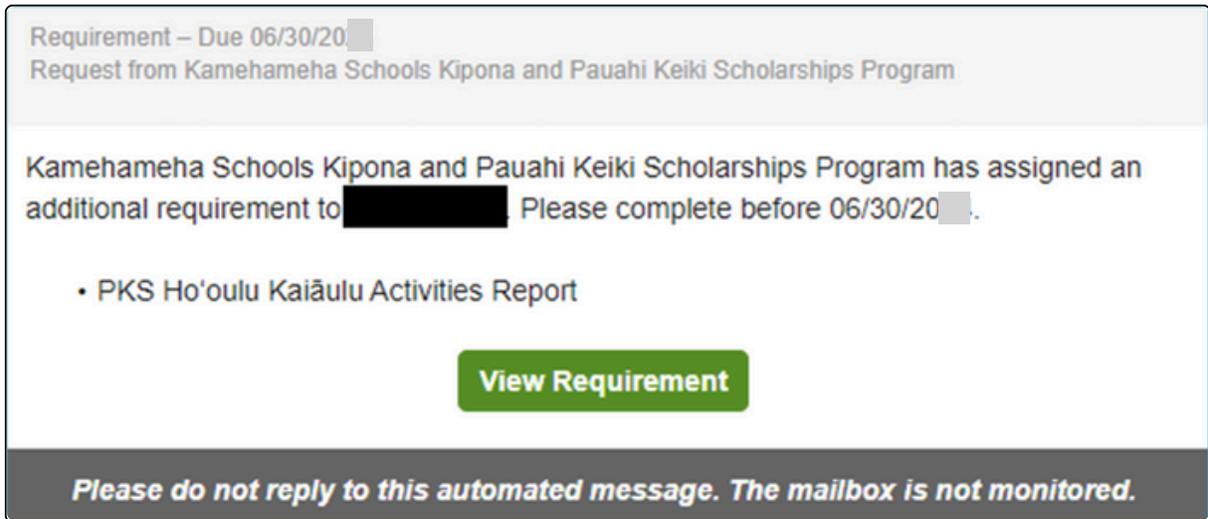
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1A LOGIN (EMAIL)

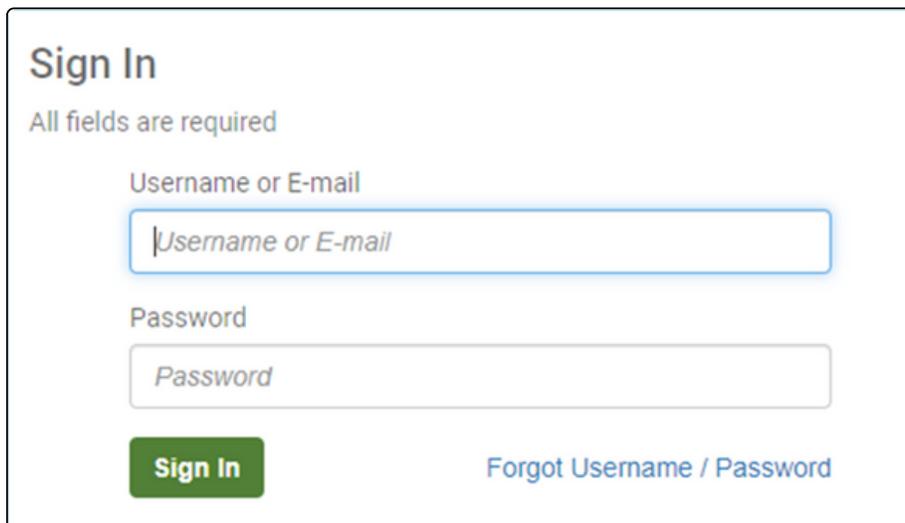
Access your portal using the emailed notification link sent from FACTS. Log in with the same credentials used during our scholarship application process.

Note: We recommend using Google Chrome or Mozilla Firefox web browsers

Access via email link (PKS shown for reference)



Select "View Requirement" in the email notification received

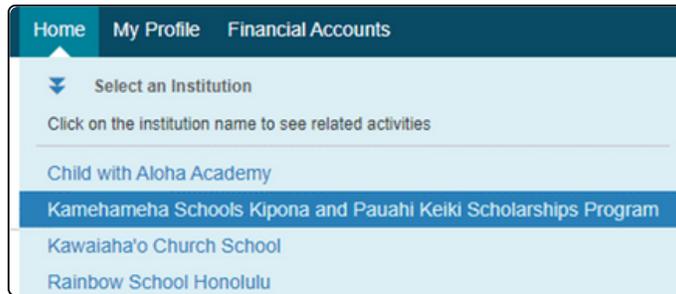


1B LOGIN (WEBSITE)

Access your portal via the FACTS website.
Log in with the same credentials used during our scholarship application process.

Note: We recommend using Google Chrome or Mozilla Firefox web browsers

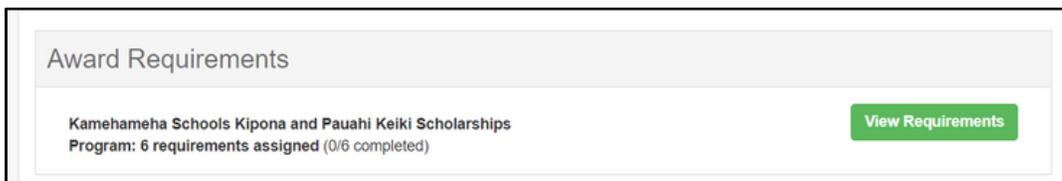
Access via FACTS homepage



From the "Home" tab, select
Kamehameha Schools Kipona and Pauahi Keiki Scholarships Program



Select the link under "PRIOR APPLICATION"
"[School Year] - Application ID"



Select the green button under "Award Requirements"



2 REQUIREMENT STATUSES

View the statuses of the existing requirement(s) for your keiki's scholarship award (PKS shown for reference)

Application Summary > Assigned Requirements

Assigned Requirements

All requirements must be completed by the specified due date.

Requirement	Institution	Assigned To	Start Date	Due Date	Status
PKS Q1 (Aug 20 - Oct 20) Attendance Report	Kamehameha Schools Kipona and ...	[Redacted]	11/01/20	11/30/20	Incomplete
PKS Ho'oulu Kaiūlu Activities Report	Kamehameha Schools Kipona and ...	[Redacted]	11/01/20	06/30/20	Incomplete

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Under “Assigned Requirements”, select the requirement that you wish to complete

3 ATTENDANCE REPORT

(Applies to PKS recipients only. Kipona recipients may move on to Step 4.)
Complete the self-reported Quarterly Attendance Report

We do NOT require your preschool to provide documentation to verify this information.

PKS Q1 Aug-Oct Attendance Report (REQUIRED) (Preview)

Assigned to: [Student Name]
Status: [Status]
Start Date: November 1, 2024
Due Date: November 30, 2024

Per the Terms & Conditions of the PKS Scholarship Program:
1) Keiki must maintain an attendance rate of 80% per reporting quarter.
2) There can be no more than three (3) CONSECUTIVE days of unexcused absences per reporting quarter.

Failure to meet either requirement may result in delayed disbursements, award suspension, and/or termination for the current award year.

Note:
1) Unexcused absences are defined by the preschool's Parent Handbook/Policy.
2) Attendance reported prior to the end of the quarterly period will not be accepted.
3) An official attendance report from your preschool is NOT required for completion of this form.

The full Terms and Conditions for the Pauahi Keiki Scholarship Program are available on our website:
<https://www.ksbe.edu/apply/financial-aid/preschool/pauahi-keiki-scholars>

1. Did keiki attend school at least 80% of the time during the Aug 2024-Oct 2024 reporting quarter? (e.g. if there were 60 instructional days during a reporting quarter, keiki must have attended at least 48 days.) *

Attendance Requirement

1a. If you answered 'No' to Question 1, provide a brief explanation of why your keiki didn't attend at least 80% of the reporting quarter.

Attendance Explanation 1

1b. If you answered 'No' to Question 1, select the % that your keiki did attend preschool this reporting quarter.

Attendance Explanation 2

2. Did keiki have three (3) or more CONSECUTIVE days of unexcused absences during the Aug 2024-Oct 2024 reporting quarter? (Note: Generally, communicated absences due to illness are considered excused.) *

Unexcused Absences

2a. If you answered 'Yes' to Question 2, provide a brief explanation of why your keiki had more than 3 consecutive unexcused absences during this reporting quarter.

Absence Explanation

I certify that the information provided herein is complete and correct to the best of my knowledge. If I provide false or misleading information, Kamehameha Schools reserves the right to terminate the scholarship award provided for my keiki. *

I understand Kamehameha Schools reserves the right to audit the information provided to determine its accuracy. *

Save Cancel

All fields with an asterisk* must be completed in order to submit the form
Clicking “Save” submits your entry and returns you to the previous page

4 HO'OUULU KAIĀULU ACTIVITIES REPORT

Submit volunteer service information via the Ho'oulu Kaiāulu Activities Report page.
(PKS shown for reference)

Requirement Entry Details

PKS Ho'oulu Kaiāulu Activities Report

Assigned to: ██████████
Status: Incomplete
Start Date: November 1, 2023
Due Date: June 30, 2024
Time Required: 1 hours

For the 2023-2024 school year, Ho'oulu Kaiāulu Activity Hours have been made OPTIONAL, but are encouraged.
If you have opted to complete a community service or activity, please submit the information by June 30, 2024.

Ho'oulu Kaiāulu activities must meet the following criteria:
*Participation is unpaid.
*Does not benefit a Kamehameha Schools student/staff member/program.
*The immediate supervisor of the activity cannot be a relative or family member.

Entry ID Number	Activity Date	Hours	Delete
No Hours Added			

Total Hours: 0/1

Save Cancel

Select the “+ Add Hours” button in the upper right to add service hours to the form.

Add your Community Service Hours, complete the required (*) fields, and submit the form

Add Hours

* Indicates required field
Please select the option that best describes the activity performed *

Date the activity was performed *

of hours *

Time Required *

Hours* 0 Minutes*

Name of the person performing the activity *

Relationship of the person performing the activity to the PKS recipient *

Name of the organization the activity was performed with/for *

Name of the activity supervisor

Supervisor's phone number

Supervisor's email address

Provide a brief description of the activity performed *

Add Cancel

Clicking “Add” submits your entry onto the previous page.

Do not forget to click “Save” on the “Ho'oulu Kaiāulu Activities Report” page



5 REVIEWING YOUR SUBMISSION

After clicking “Save” on your submission, you may review the status of your items on the “Assigned Requirements” page for completion.

Application Summary > Assigned Requirements

Assigned Requirements

All requirements must be completed by the specified due date.

Requirement	Institution	Assigned To	Start Date	Due Date	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text"/>
PKS Q1 (Aug 20 - Oct 20) Attendance Report	Kamehameha Schools Kipona and ...	[REDACTED]	11/01/20	11/30/20	Complete
PKS Ho'oulu Kaiāulu Activities Report	Kamehameha Schools Kipona and ...	[REDACTED]	11/01/20	06/30/20	Complete

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The Ho'oulu Kaiāulu Activities Report status will change to “Complete” when the total requisite hours for the school year has been reported.

For more information regarding requirement quantities and allowable activities, consult the Terms and Conditions of your respective award.



Kamehameha Schools®

If you require kōkua please give us a call at (808) 534-8080 or email ksrc@ksbe.edu