



**WELINA MAI 'OUKOU!**

# **POST-AWARDING REPORTS**

## **Pauahi Keiki Scholars (PKS) and Kipona Scholarships**

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



## **TABLE OF CONTENTS**

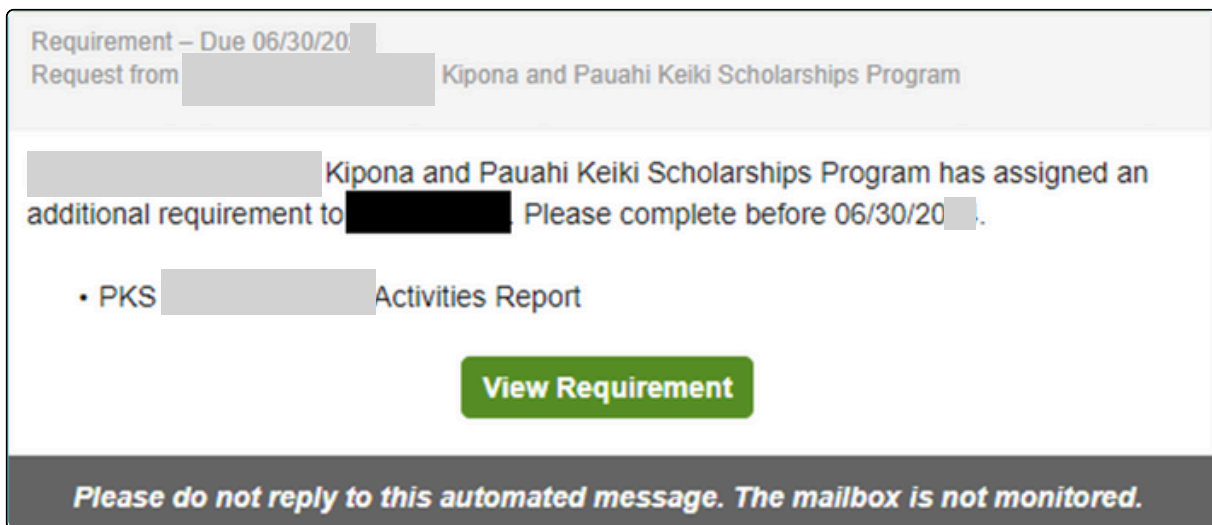
<b>Login (Email) .....</b>	<b>2</b>
<b>Login (Website) .....</b>	<b>3</b>
<b>Requirement Statuses .....</b>	<b>4</b>
<b>Attendance Report (PKS Only) .....</b>	<b>4</b>
<b>Service Activities Report .....</b>	<b>5</b>
<b>Reviewing Your Submission .....</b>	<b>6</b>

## 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)



Requirement – Due 06/30/20[redacted]  
Request from [redacted] Kipona and Pauahi Keiki Scholarships Program

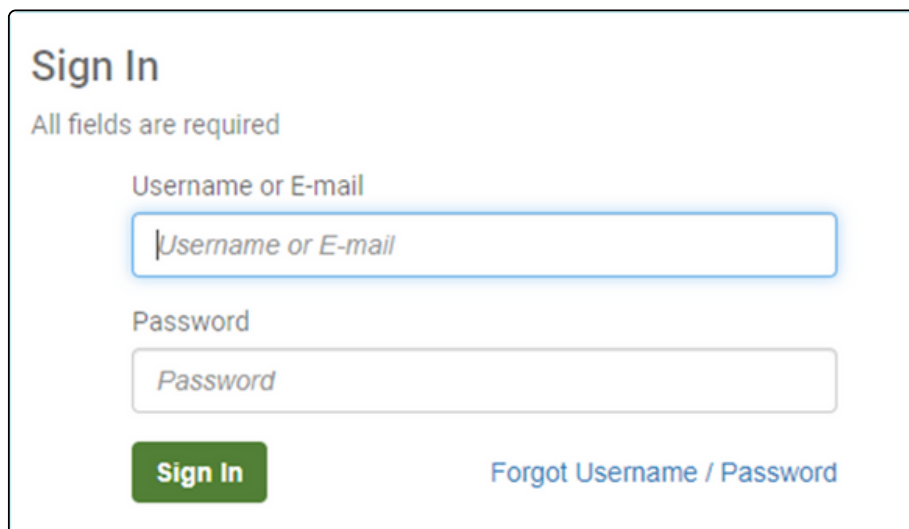
[redacted] Kipona and Pauahi Keiki Scholarships Program has assigned an additional requirement to [redacted]. Please complete before 06/30/20[redacted].

- PKS [redacted] Activities Report

[View Requirement](#)

*Please do not reply to this automated message. The mailbox is not monitored.*

Select “View Requirement” button in the email notification received



### Sign In

All fields are required

Username or E-mail

Password

[Sign In](#) [Forgot Username / Password](#)

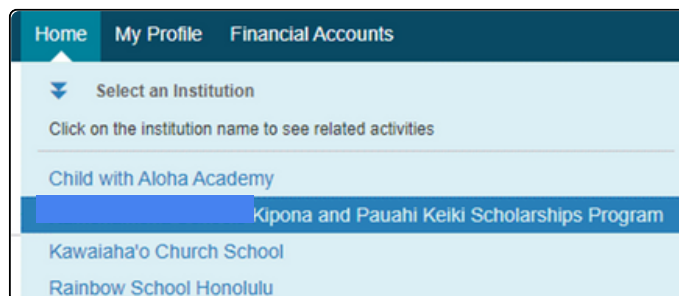
## 1B LOGIN (WEBSITE)

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  
Pauahi Foundation Kipona and Pauahi Keiki Scholarships Program

A screenshot of the FACTS application form. At the top, there are fields for '20' and '-20'. Below these is the 'Application ID' field, which is redacted with a black box. A red banner with a warning icon and the text 'Incomplete - Please continue with your application form.' is displayed. Below the banner is a green button labeled 'Continue FACTS Application'. At the bottom, there is a section titled 'PRIOR APPLICATION' with a red box around the text '20' -20' -Application ID'.

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

A screenshot of the 'Award Requirements' section. The title 'Award Requirements' is at the top. Below it, the text 'Kipona and Pauahi Keiki Scholarships' is displayed. Underneath, it says 'Program: 6 requirements assigned (0/6 completed)'. A green button labeled 'View Requirements' is located on the right side.

Select the button under “Award Requirements”

## 2 REPORT STATUSES

View the statuses of the existing report(s) available to submit 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 2024-Oct 2024) Attendance Report			11/01/20	11/30/20	Incomplete
PKS Activities Report			11/01/20	06/30/20	Incomplete

1 to 2 of 2 Page 1 of 1

Under “Assigned Requirements”, select the report 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 SERVICE ACTIVITIES REPORT

Submit volunteer service information via the Service Activities Report page. (PKS shown for reference)

Requirement Entry Details

Change History

PKS Service Activities Report (Aug 2025-Oct 2025) (Preview)

+ Add Hours

Assigned to:

[Student Name]

Status:

[Status]

Start Date:

August 15, 2025

Due Date:

July 15, 2026

Time Required:

5 hours

For the 2025-2026 school year, Service Activity Hours are being recommended for all 'ohana of PKS recipients.

Service activities must meet the following criteria:

• Parent(s)/Legal guardian(s) should not use the same service hours for more than one awarded child.

• Hours should be completed within the current scholarship year.

• Hours should be performed with a non-profit organization or with your child's school.

• Hours cannot benefit a KS student, staff, or program.

• Hours cannot benefit political campaigns, programs, or parties.

• Any service hours completed must be unpaid.

Entry Id Number

ActivityDate

Hours

Delete

No Hours Added

Total Hours: 0/5

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\*

Minutes\*

0

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 “Service Activities Report” page**

5



# 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			11/01/20	11/30/20	Complete
PKS Activities Report			11/01/20	06/30/20	Complete

1 to 2 of 2Page 1 of 1

The Service Activities Report status will change to “Complete” when the total recommended hours for the school year have been reported.

For more information regarding recommended number of service hours and types of activities, consult the Terms and Conditions of your respective award.