POST-AWARDING REPORTS

Pauahi Keiki Scholars (PKS) and Kipona Scholarships

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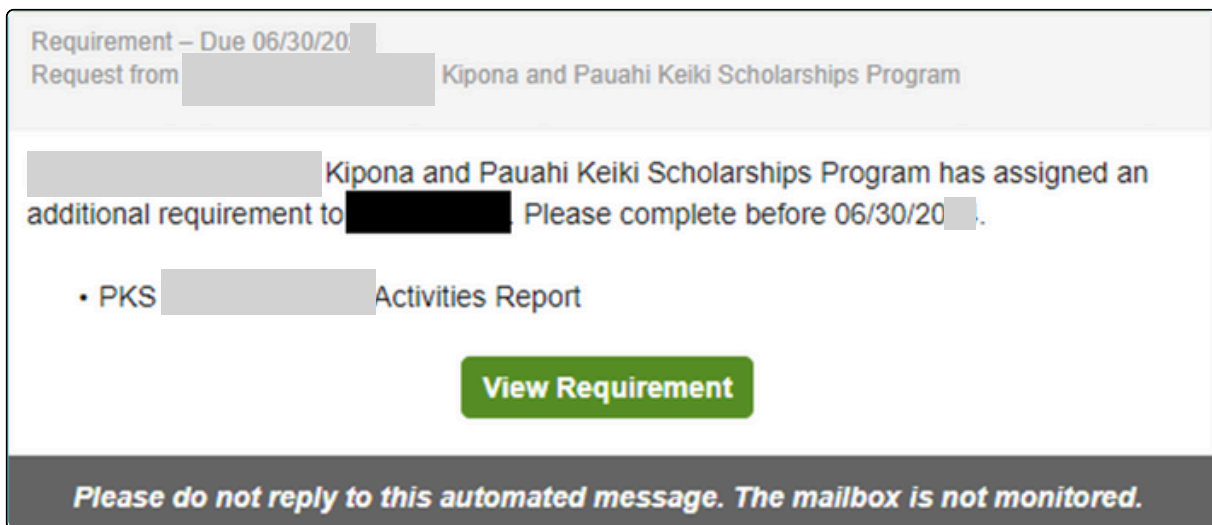

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1A LOGIN (EMAIL)

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)

Requirement – Due 06/30/20⬛
Request from ▢▢▢▢▢ Kipona and Pauahi Keiki Scholarships Program

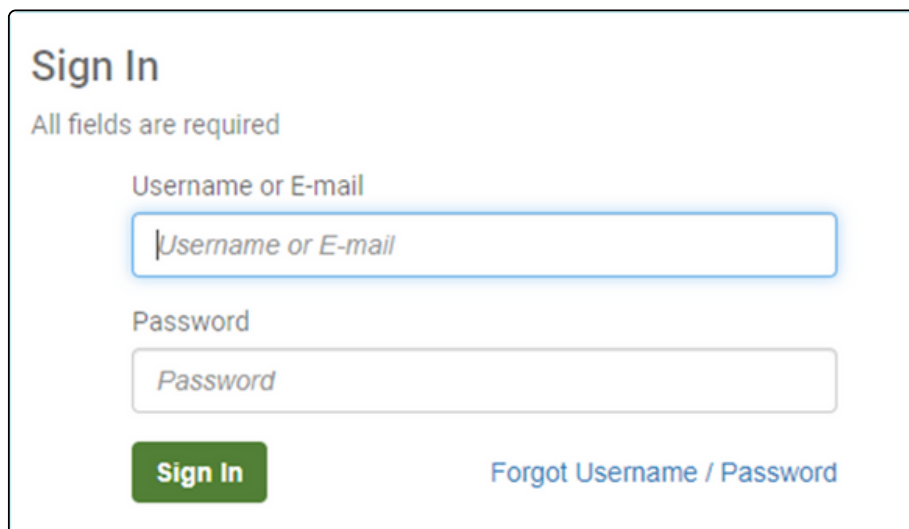▢▢▢▢▢ Kipona and Pauahi Keiki Scholarships Program has assigned an additional requirement to ⬛⬛⬛ Please complete before 06/30/20⬛.

• PKS ▢▢▢▢ 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

Username or E-mail

Password

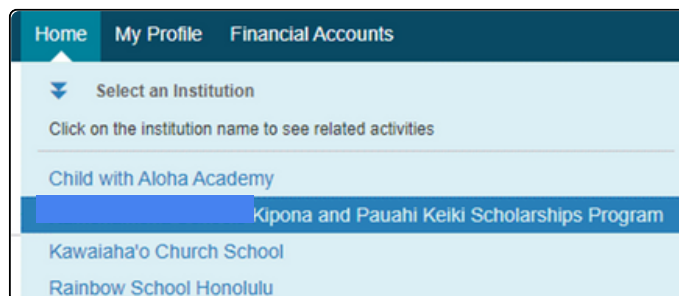*Password*

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

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

Select the button under "Award Requirements"

2 REPORT STATUSES

View the statuses of the existing report(s) avaiable 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
				mm/dd/yyyy 🗓	mm/dd/yyyy 🗓	
PKS Q1 (Aug 20█ -Oct 20█) Attendance Report		"	████	11/01/20█	11/30/20█	❌ Incomplete
PKS	Activities Report		████	11/01/20█	06/30/20█	❌ Incomplete

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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)

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

Clicking "Add" submits your entry onto the previous page.
Do not forget to click "Save" on the "Service 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
			mm/dd/yyyy	mm/dd/yyyy	
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

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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.

Pauahi Foundation

If you require kōkua please give us a call at
(808) 534-8080 or email scholarships@pauahi.org