

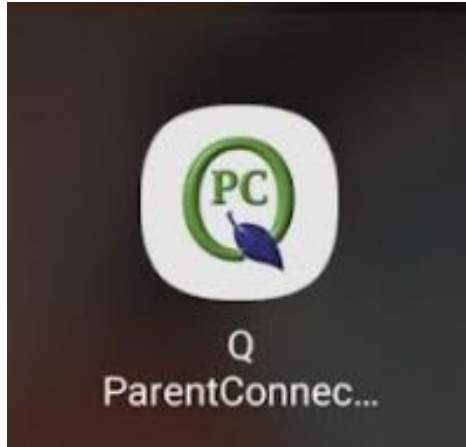
# Impact Aid

## How to Complete Survey

### Mobile App Directions

The Impact Aid Survey is designed to assist local school districts who have lost revenue due to Federal properties exemption from local property taxes. The survey collects examples of what Impact Aid funding is used for, the challenges that school districts face related to federally owned land, and how additional resources for federally impacted school districts can provide new opportunities to students and communities.

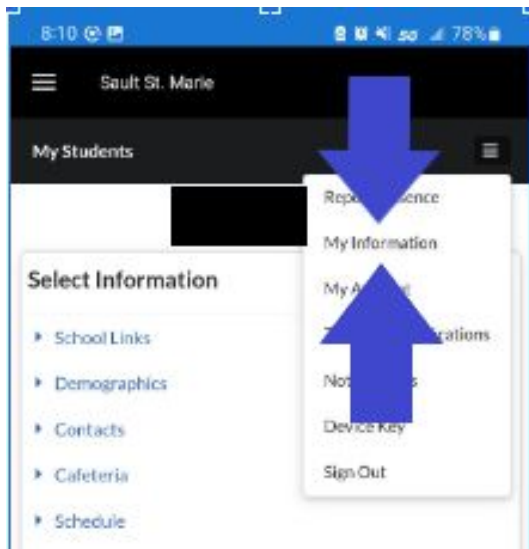
1. Login to your Parent Portal App.



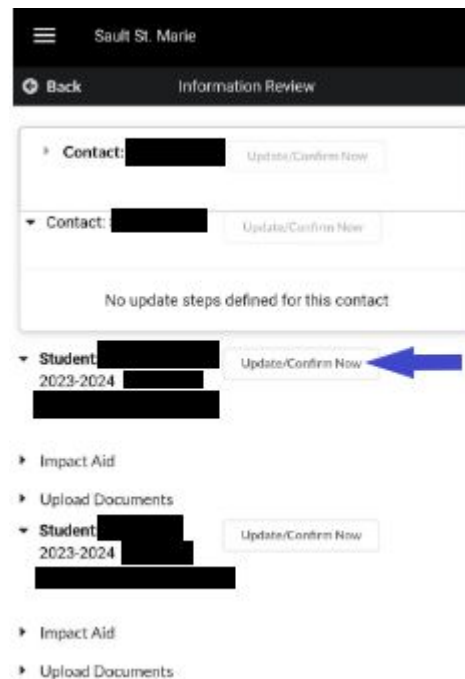
2. Once you are logged in, you will be able to see your student(s).



3. In the top right corner, please select the black box with 3 lines. Then select “My Information”.



4. Select “Update/Confirm Now” next to your student’s name.



5. The below screen will show. Please scroll down to complete the survey.

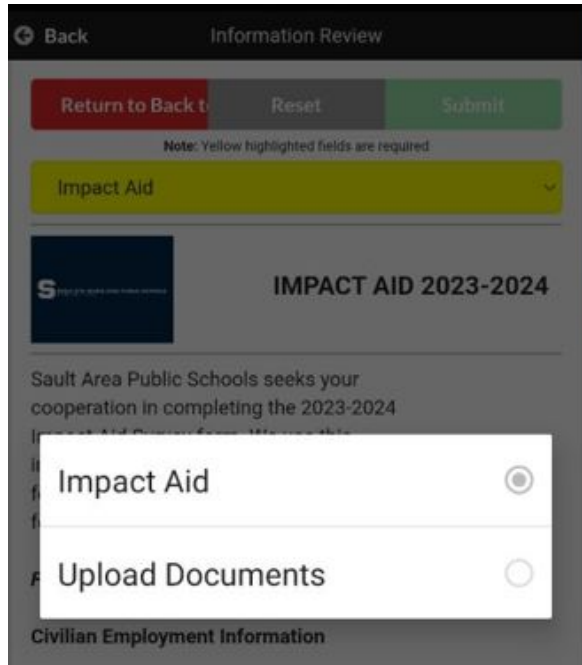
Screenshot of the Sault St. Marie Information Review screen. The screen displays a navigation bar with a menu icon, the text "Sault St. Marie", a "Back" button, and "Information Review". Below the navigation bar are three buttons: "Return to Back" (red), "Reset" (grey), and "Submit" (green). A note states: "Note: All our high grade fields are required". A yellow box labeled "Impact Aid" is highlighted. Below this is a section titled "IMPACT AID 2023-2024" with a logo on the left. The text reads: "Sault Area Public Schools seeks your cooperation in completing the 2023-2024 Impact Aid Survey form. We use this information to apply for grant funding from the federal government. Please provide the following information as of October 18, 2023." Below this is a section titled "For your information:" and another section titled "Civilian Employment Information" with the text: "Please complete this section if the parent/guardian with whom the student resides was employed on federal property on the survey date listed above. There will be a drop down of property names and addresses of local employers with offices on federal property."

6. The yellow boxes are required and you cannot submit without placing a response in the box. Please note if your box is cut off like below, you may tap on the yellow box to have the drop down selections appear or you may scroll over to see the drop down arrow.

If you mark "Yes" in a yellow box, please complete the white boxes below the box you marked "Yes" in. We pre-populated as much information as we could for ease of completion.

Screenshot of the Sault St. Marie Information Review screen. The screen displays a navigation bar with a menu icon, the text "Sault St. Marie", a "Back" button, and "Information Review". Below the navigation bar is a paragraph of text: "convenience, if you have any questions regarding this form." Below this is a section titled "Student Demographics:" with a table containing columns for "StudentName", "Birthdate", "Graden", and "School". The "StudentName" and "Birthdate" fields are redacted with a black box. Below this is a section titled "Live on Federal Property:" with a yellow box containing the text "No". Below this is a section titled "Name of Federal Property Live On:" with a white input field. Below this is a section titled "Employed on Federal Property Civilian:" with a yellow box containing the text "No". Below this is a section titled "Last Name of Parent Employed:" with a white input field.

7. If you selected the Reserves/National Guard and on active duty, please upload your active duty orders. In the yellow highlighted box, select the down arrow to choose "Upload Documents".



The screenshot shows a mobile application interface titled "Information Review". At the top, there are three buttons: "Return to Back t" (red), "Reset" (black), and "Submit" (green). Below these buttons is a note: "Note: Yellow highlighted fields are required". The main content area has a yellow highlighted box containing the text "Impact Aid" with a downward-pointing chevron. Below this, there is a dark blue box with a white "S" logo and the text "IMPACT AID 2023-2024". Underneath, there is a paragraph of text: "Sault Area Public Schools seeks your cooperation in completing the 2023-2024 Impact Aid Survey from November 1st to December 31st, 2023." A white dropdown menu is open, showing two options: "Impact Aid" (with a selected radio button) and "Upload Documents" (with an unselected radio button). At the bottom of the screen, there is a section titled "Civilian Employment Information".

8. Once you have entered all of your information, please type in your electronic signature and click "Submit".



The screenshot shows a form with the following elements: a text input field labeled "Name of Foreign Government:"; a text input field labeled "Parent Electronic Signature:" with a blacked-out signature; a blue arrow pointing left to the signature field; a blue arrow pointing down to the "Submit" button; a red text label "Updates Pending" above the buttons; and three buttons at the bottom: "Return" (red), "Reset" (black), and "Submit" (green). Below the signature field is a line of text: "By signing and dating this form, I am certifying that I typed and information on this form is accurate and complete of the surv".



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If you have questions regarding logging in to your parent portal or how to complete the Impact Aid form, please contact Angie Love at 906-635-3839 ext. 5032 or by email at [alove@eupschools.org](mailto:alove@eupschools.org).