



Impact Aid

Release 8.0



"The wisest mind has something yet to learn."

George Santayana

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Introduction

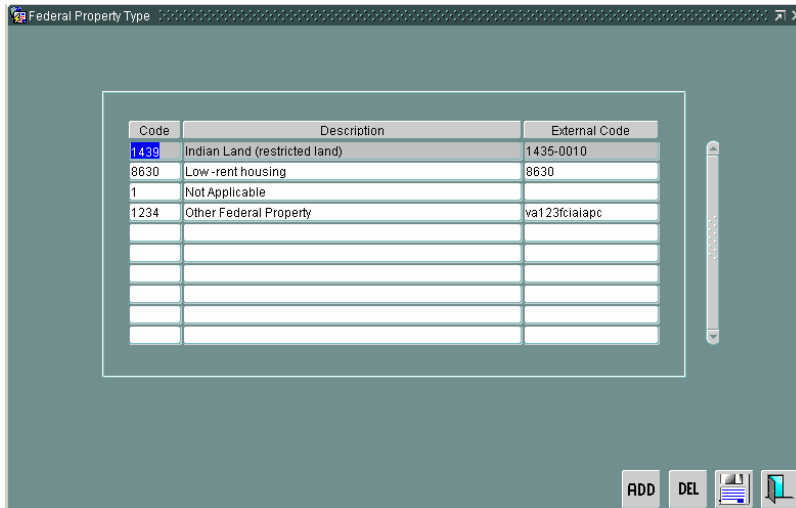
Impact Aid screen was developed to allow storing data required to identify eligibility of students for Impact Aid funding. The Impact Aid program was created by the U.S. Federal Government to disburse payments to local educational agencies that are financially burdened by federal activities. All data required to report eligible students is entered on Impact Aid Screen. Path: Common View > Impact Aid.

System Administration Setup

Prior to using this functionality, complete the following system codes.

SYS650.FMX Federal Property Types

Path: *System Codes > Address > Federal Property Type*



Code	Description	External Code
1430	Indian Land (restricted land)	1435-0010
8630	Low-rent housing	8630
1	Not Applicable	
1234	Other Federal Property	va123fcialapc

Types of federal properties as per Impact Aid.

- Indian Land (ext. code 1435-0010)
- Low-Rent Housing
- Other Federal Property
- Not Applicable

Populates to SYS651 Federal Properties.

SYS651.FMX Federal Properties

Path: System Codes > Address > Federal Property

Code	Federal Property Name	Federal Property Code	Federal Property
0010	Base	4	Other Federal Prop
0015	Foreign Enmbase	5	Indian Land (restric
1439	Indian Reservation	1	Indian Land (restric
8630	Rental housing	3	Low-rent housing

Federal Properties as per Impact Aid requirements. Enter the Code, the Federal Property Name, the Federal Property Code (External Code) and address of the property. Federal Property Name is mandatory. If Federal Property Code is blank/null, property address is also mandatory. Indicate the specific location of each parcel of claimed property, by the official name, street address, city, and State. The name of a government agency or a post office box number is not sufficient identifying information.

Type of Property	Property Code
Indian land (trust land)	Begins with 1435
Indian land (restricted land)	Begins with 1439
ANCSA Indian land (State of Alaska only)	Begins with 1405 and 1407
Low-rent housing	Begins with 8630
Uniformed services on active duty	Always equal to 0000-0010
Both accredited foreign government official and foreign military officer	Always equal to 0000-0015
Other property	Maximum 13 digits (2 for state, 3 for county, 4 for Fed. Agency and the last 4 – for Impact Aid property code)

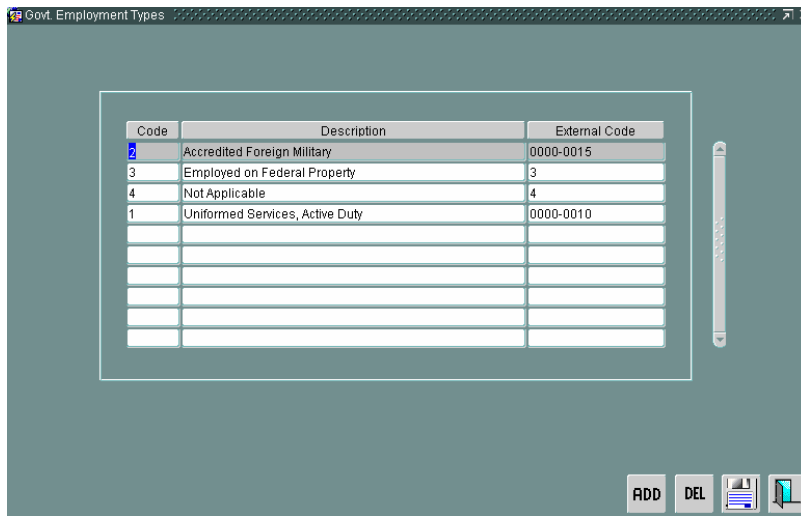
Each district only includes properties that are at least partly within district boundaries. When a new federal property is added, the system verifies that either property code, or all of the following address fields are specified: address, city, ZIP code and state.

Note: Property codes for Uniformed services and Accredited foreign military are entered as external codes in System Codes > Misc > Govt Employment Types

Populates to STU655 Impact Aid.

SYS652.FMX Govt. Employment Type

Path: *System Codes > Miscellaneous > Govt. Employment Type*



Code	Description	External Code
2	Accredited Foreign Military	0000-0015
3	Employed on Federal Property	3
4	Not Applicable	4
1	Uniformed Services, Active Duty	0000-0010

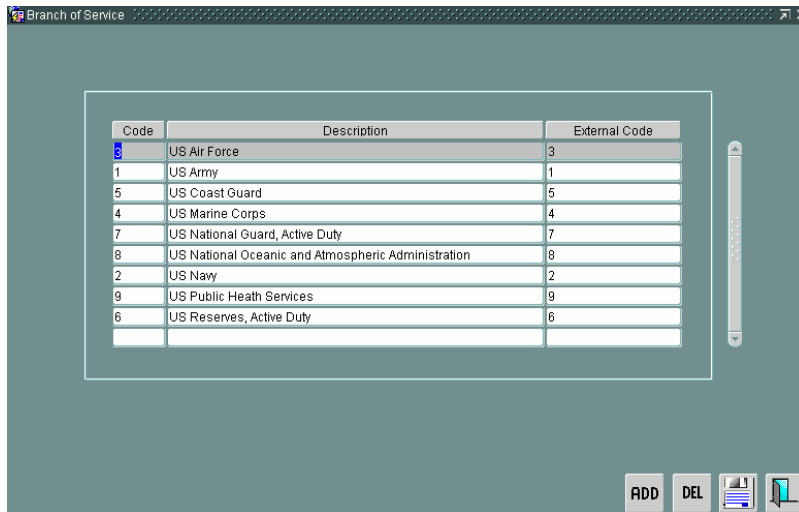
Types of government employment.

- Uniformed Services, Active Duty (ext. code 0000-0010)
- Accredited Foreign Military (ext. code 0000-0015)
- Employed on Federal Property
- Not Applicable

Populates to STU655 Impact Aid.

SYS653.FMX Branch of Service

Path: *System Codes > Miscellaneous > Branches of Service*



Code	Description	External Code
3	US Air Force	3
1	US Army	1
5	US Coast Guard	5
4	US Marine Corps	4
7	US National Guard, Active Duty	7
8	US National Oceanic and Atmospheric Administration	8
2	US Navy	2
9	US Public Health Services	9
6	US Reserves, Active Duty	6

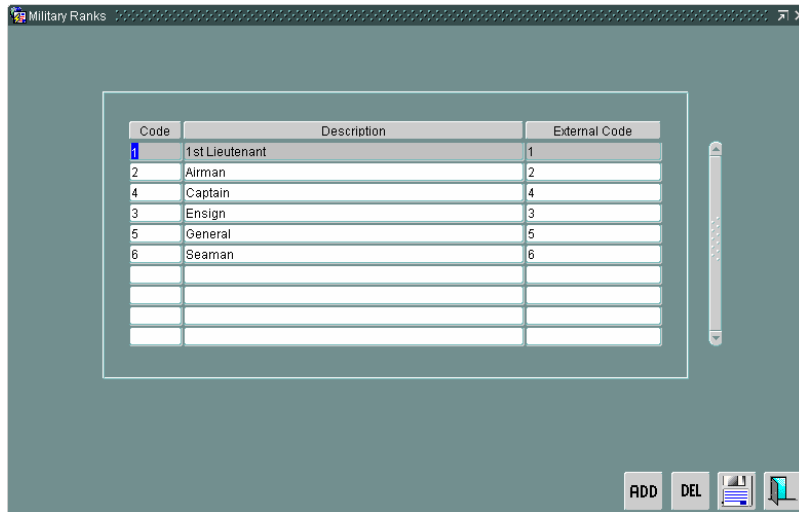
Branches of service for the U.S. uniformed services as per Impact Aid definition. Enter a Code, a Description (Name of the branch for uniformed services) and an External Code. A list of suggested values includes:

- US Army
- US Navy
- US Air Force
- US Marine Corps
- US Coast Guard
- US Reserves, Active Duty
- US National Guard, Active Duty
- US National Oceanic and Atmospheric Administration
- US Public Health Services

Populates to STU655 Impact Aid.

SYS654.FMX Military Ranks

Path: System Codes > Miscellaneous > Military Ranks



Military ranks for employed in Uniformed Services. Enter a Code, a Description and an External Code. See suggested list of values.

Populates to STU655 Impact Aid.

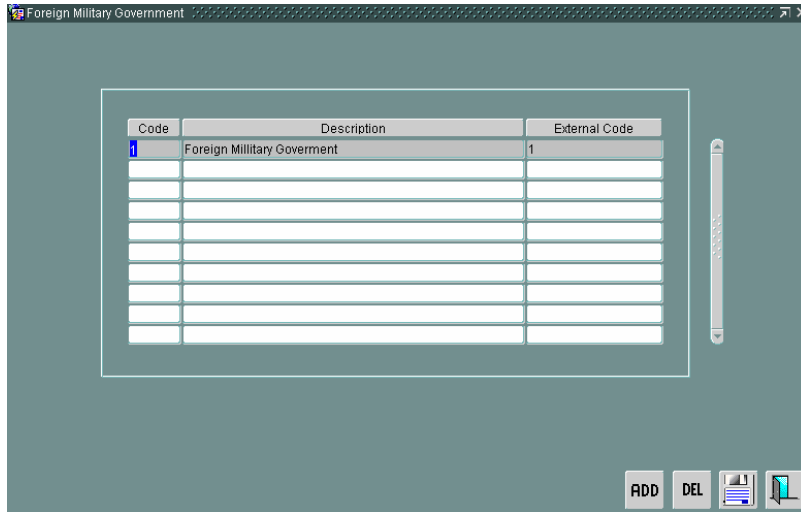
Suggested List of Military Ranks

1st Lieutenant	General	Seaman
2nd Lieutenant	Gunnery Sergeant	Seaman Apprentice
Airman	Lance Corporal	Seaman Recruit
Airman Basic	Lieutenant	Senior Airman
Airman First Class	Lieutenant Colonel	Senior Chief Petty Officer
Brigadier General	Lieutenant Commander	Senior Master Sergeant
Captain	Lieutenant General	Sergeant
Chief Master Sergeant	Lieutenant, Junior Grade	Sergeant First Class
Chief Master Sergeant of the Air Force	Major	Sergeant Major
Chief Petty Officer	Major General	Specialist
Chief Warrant Officer	Master Chief Petty Officer	Staff Sergeant
Colonel	Master Gunnery Sergeant	Technical Sergeant
Command Sergeant Major	Master Sergeant	Vice Admiral
Commander	Master Warrant Officer	Warrant Officer 1
Corporal	Petty Officer (First Class)	Warrant Officer 2
Ensign	Petty Officer (Second Class)	Warrant Officer 3
First Sergeant (Chief Master Sergeant)	Petty Officer (Third Class)	Warrant Officer 4
First Sergeant (Master Sergeant)	Private	

Sergeant)		
First Sergeant (Senior Master Sergeant)	Private (Recruit)	
First Sergeant	Private First Class	

SYS655.FMX Foreign Military Government

Path: *System Codes > Miscellaneous > Foreign Military Governments*



Foreign Military Governments for the accredited foreign military employment information. Enter a Code, a Description and an External Code.

Populates to STU655 Impact Aid.

Select a Federal Property – enables automatic assignment of the federal property of residence to the student based on student’s address. List of values populates from Federal Properties system codes.

Mapping Federal Properties to Valid Addresses (Fed. Property location is equal to an existing valid address range)

Preconditions

- Federal Properties system codes table has been created in System Codes > Address > Federal Properties
- There is a valid address range that is exactly equal to the federal property address/location.

1. Open Valid Addresses system codes table Valid Addresses screen SYS155 is displayed in query mode
2. For each federal property that can be associated with a valid address, query to find the valid address record
3. For the Valid Address associated with a federal property, scroll right to the Fed. Property column and open the drop-down list. List of values is generated from Federal Properties system codes table
4. Select an item from drop-down list. Reference to the selected Fed. Property is saved

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Mapping Federal Properties to Valid Addresses (Fed. Property is within an existing valid address range)

Preconditions

- Federal Properties system codes table has been created in System Codes > Address > Federal Properties
- There is a valid address range that within which the federal property is located

1. Navigate to the Impact Aid screen
2. Scroll using the scroll bar in the “Parent Employment” section to find the parent.
3. Replace the existing Valid address record with several so that each address range can either be associated with a federal property in a whole or not. For example, if there is a Low-Rent Housing Complex called "LRH 1601" at 160 High Street, and current Valid Addresses contain a block 100-200 High Street, it is broken down into three segments:
 - 100-159 High Street (no federal property associated)
 - 160-160 High Street (Fed. Property mapped to "LRH 1601")
 - 161-200 High Street (no federal property associated)
5. For the Valid Address associated with a federal property, scroll right to the Fed. Property column and open the drop-down list. List of values is generated from Federal Properties system codes table
6. Select an item from drop-down list. Reference to the selected Fed. Property is saved

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School Level Forms STU655.FMX Impact Aid

Path: *Common View > Impact Aid*

Some things to know

- All new fields created for Impact Aid data is retained during YET.
- The user will have the option to reset checkboxes “Impact Aid survey completed” and “Impact Aid source check completed” to ‘N’, and reset corresponding dates to null on the Impact Aid Report parameter form. It may be done after all Impact Aid reports are done and before the next year survey’s data is entered.
- Federal Properties are added as a new System Code table at a district level. Each district includes properties that are at least partly within district boundaries. When a new federal property is added, the system verifies that either property code, or all of the following address fields are specified: address, city, ZIP code and state. Property Name and Type are mandatory
- When a new student is admitted, federal property associated with the student’s address in Valid Addresses system codes can be assigned to the student during the Address Validation process on user confirmation
- Each time a student’s address is updated, if a federal property associated with the new valid address is different from currently stored (or if currently stored federal property was NULL), the system will ask for a confirmation to update the federal property field
- Each student can have a maximum one parent identified as Impact Aid eligible. The system will validate this and prevent you from setting checkbox “Impact Aid eligible” to ‘Y’ for more than one parent.

The screenshot displays the 'Impact Aid' form for a student. At the top, the school is identified as 'Evergreen Elementary School' with a homeroom of '109A - May, Cathy'. The student's details include Pupil Number '305892', Legal Last Name 'Abbott', Suffix, Legal First Name 'Colby Jay', Gender 'M', Birth Date '13-MAY-1999', Grade 'KA', and Middle Name 'Adam'. Below this, the 'Student Property of Residence' section shows 'Indian Reservation' as the Federal Property Name and 'Indian Land (restricted land)' as the type. Both 'Survey form completed?' and 'Source check completed?' are checked, with dates set to '25-OCT-2004'. The 'Parent Employment' section lists 'Abbott Marie' as the mother, employed on a federal property. Her employment type is 'Employed on Federal Property', and she is marked as 'Living with Student?'. The 'Impact Aid eligible?' checkbox is unchecked. Further details include 'Indian Reservation' as the Federal Property, 'US Reserves, Active ...' as the Branch of Service, 'Captain' as the Rank, and 'Kent' as the Township. The Military ID / SSN is '999887765'. The form also includes fields for 'Permit No.', 'Range', and 'Section', and a button to 'Add New Parent'.

<i>Field</i>	<i>Description</i>
Student Property of Residence	
Fed Property Name/Federal Property Type	Identifies the federal property the student lives on. List of values populates from SYS651 Federal Property codes. When the Federal Property is selected, the Property Type auto-populates with the Federal Property Type assigned on SYS651.
Survey form completed?	Indicates whether the student completed and returned the Impact Aid survey form for the current year's survey
Date	Indicates the date when the student completed and returned the Impact Aid survey form for the current year's survey. If blank, auto-populates the current date when "Survey form completed?" is checked.
Source check completed?	Indicates whether the student's source check form was completed and returned for the current year's survey
Date	Indicates the date when the student's source check form was completed and returned for the current year's survey. If blank, auto-populates the current date when "Source check completed?" is checked.
Parents Employment	
Last Name/First Name/Relationship	The parent's name and relationship to the student. Auto-populates from STU115 Parent Information Parent Information. Not updateable.
Valid From/Valid To	To validate when parent doesn't work for the employer any more but the information has not been deleted from eSIS. Valid From auto-populates with the current date.
Govt. Employment Type	Indicates the type of parent's government employment. List of values populates from SYS652 Govt. Employment Type.
Living with Student?	Indicate whether the student is living with the Parent. Populates from STU115. Not updateable
Impact Aid eligible?	Indicates that the parent's information should be used to identify the student's Impact aid eligibility category
Fed. Property	Identifies the federal property that the parent is employed on. List of values populates from SYS651 Federal Property codes.
Branch of Service	Indicates the parent's branch of service for parents in the US uniformed services. List of values populates from SYS653 Branch of Service.
Rank	Indicates the parent's rank for parents in the US uniformed services. List of values populates from SYS654 Military Ranks.
Military ID / SSN	Parent's Military ID or SSN for parents in the US uniformed services.
Foreign Government	Indicates the Foreign Government the parent serves with. List of values populates from SYS655 Foreign Military Government.
Employer	Indicates parent's employer for working on federal property. List of values populates from SYS656 Employers.
Permit No.	Indicates permit number for a parent engaged in farming, grazing, lumbering or mining
Township	Indicates township for a parent working on federal property and engaged in farming, grazing, lumbering or mining
Range	Indicates the range for a parent working on federal property and engaged in farming, grazing, lumbering or mining
Section	Indicates the section for a parent working on federal property and engaged in farming, grazing, lumbering or mining
Parent Info	Calls STU115 Parent Information.

Procedures

Update Federal Property the Student resides on

1. Select the student
2. Navigate to the Impact Aid screen
3. If Federal Property Name displayed is not the same as on the survey form or NULL, click on the '?' next to the "Fed. Property" text box.
4. Query/find federal property. Selected federal property is highlighted.
5. Click on SAVE / "Select" button.
6. If selected property is different than the property associated with current student's address, the system will ask for confirmation to proceed.

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Updating Parent Employment Information

1. Select the student
2. Navigate to the Impact Aid screen
3. Scroll using the scroll bar in the "Parent Employment" section to find the parent. Parent information is displayed (Last Name, First Name, Relationship – all three fields not updatable)
4. To add a new parent or modify existing parent, click on the button "Parent Info" to display "Parent Information" screen STU115. The parent that was active on Impact Aid screen will be selected. Edit parent information or click on 'Add' button to add a new parent. Save and click on "Exit door" to return to the Impact Aid screen.
NOTE. When user clicks on "Parent Info" button on Impact Aid screen, only one (currently selected) parent is displayed. To see all parents, place cursor in any of the parent block fields and then press F7 and F8 to query for all parents of the current student. If the user does not place the cursor into parent block prior to running a query, the query will be performed for all students, not for parents of the current student.
5. Click on the dropdown menu "Govt Employment Type" and Select appropriate choice.
6. Select Branch of Service, Rank, Foreign Government, Employer, Fed. Property etc.
7. Check or uncheck 'Impact Aid Eligible' checkbox. When using keyboard, use space bar to check the box.
8. If the selected Employer Name is different from "Place of Employment" field entered for this parent on "Parent Information" screen STU115, the system will ask whether to replace it with updated Employer Name.
9. Enter/Update "Valid from" and "Valid to" dates

Updating Information on survey completion & form validation

1. Navigate to the Impact Aid screen STU655.
2. Check the "Survey form completed?" checkbox if applicable. When using keyboard, use space bar to check the box.
 - If the date in the input box to the right is blank, it is populated with the system date. Tab to the date field and edit if necessary.
 - If "Employment valid from" is blank, it is set to the "Survey Completed Date"
3. Check the "Source check completed?" checkbox if applicable. When using keyboard, use space bar to check the box.
 - If the date in the input box to the right was blank, it is populated with the system date. Tab to the date field and edit if necessary.
 - If "Employment valid from" date is blank, it is set to "Source Check Completed Date"

NOTE. If the user leaves the "Employment valid from" date blank, it will be auto-populated using "Survey Completed Date" or "Source Check Completed Date" for currently active parent only. User must make sure that the Impact Aid eligible parent is selected in order to take advantage of this feature.
4. Click on SAVE button. The system performs the following validation checks for data entered on the form:
 - If both "Survey Completed Date" and "Source Check Completed Date" are blank, the system generates a soft warning. If you proceed, the data will not be considered valid when the report is generated.
 - If "Employment Valid From" date is blank, the system generates a soft warning. If you proceed, the parent data will not be considered valid when the report is generated.
 - If Govt_employment_type equals "Employed on Federal Property" and either Fed. Property or Employer is NULL, the system generates a soft warning.
 - If Govt_Employment_type equals "Uniformed Services, Active Duty", and either Military Rank or Branch of Service is NULL, the system generates a soft warning.
 - If Govt_Employment_Type equals "Accredited Foreign Military" and Foreign Government is NULL, the system generates a soft warning

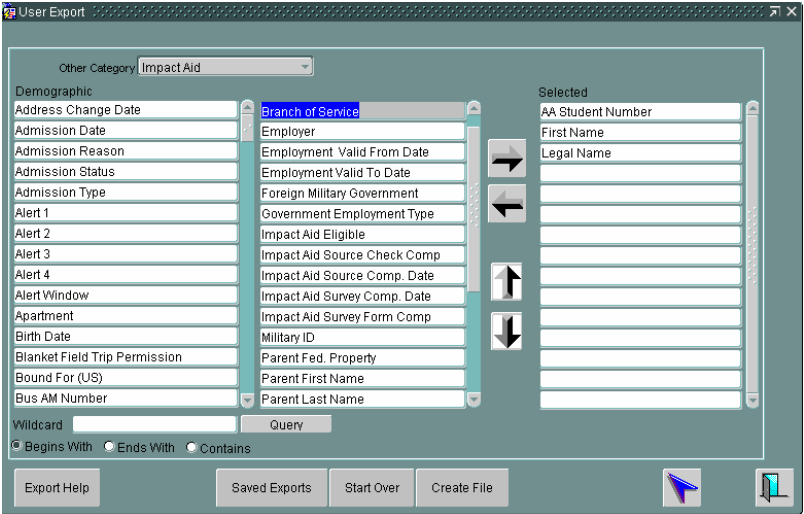
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Export of Impact Aid data

"Impact Aid" Export is accessible only to users that have access to STU665 Impact Aid. All fields related to Impact Aid are available for extraction in this category.

The records for export will be selected based on Demographic Extract. All records that satisfy Demographic Extract criteria will be selected, including those where all fields in the Impact Aid category (second export category) are NULL.

This will enable to report all students that have (or have not) competed a survey or source check.



Impact Aid Reports

Impact Aid Reports may be accessed from a single parameter form FRIA001P.FMX 'Federal – Impact Aid'. The parameter form has three radio-buttons at the top:

- Source Check – to generate Source Check forms
- Impact Aid – Section 8003 – to generate Impact Aid Eligibility reports for the Section 8003 of the Impact Aid Application
- YET – to run YET process

Before generating the reports, see the Administrative Setup section to determine whether your system codes have been set up properly.

Impact Aid Source Check

FRIA001P.FMX Federal – Impact Aid

FRIA001R.REP Impact Aid Program Source Check Form

Source Check Form is a form sent to a parent's employer, housing official or tribal official to substantiate pupil's residence or parent's place of employment.

Students requiring source check

Only students that are known to be federally connected will be included in the source check. Those will be the students that have an entry in the federal property field or a parent with a valid government employment type ('Uniformed Services', 'Accredited Foreign Military' or 'Employed on Federal Property'). Only students for which neither survey nor source check was completed within the valid date range specified by the user are included in the source check. This is identified by the 'Survey form completed?' and 'Source Check completed?' checkboxes and corresponding date fields on STU655.

Note. These checkboxes are set to "No", and corresponding date fields – to NULL during the "YET Process" in order to disqualify last year's data during next year's survey.

Verifying each student's status in case of siblings

Source check verifying a federally connected parent's status will contain one record per each child of a parent. In case of siblings, there will be duplicate records for parents on the source check, one record per each child of a parent.

Report Structure and Format

The user can select one of the two versions of the source check form:

- Source Check by Fed. Property
- Source Check by Employer

FRIA001P.FMX Federal – Impact Aid

The parameter form includes the following: Source Check, Impact Aid - Section 8003 and YET. Select Source Check radio button at the top. The middle section

of the form displays a canvas with parameters specific to this report. The “Code Translations” tab is the same for “Source Check” and “Impact Aid - Section 8003”.

Element	Contents	Mandatory?
Report Title	Title as it appears on the report	Yes
Survey Date	Date of the Impact Aid survey	Yes
From Date	Identifies validity period for the survey data	Yes
To Date	Same as above	Yes
Select Single School	Select one school from all schools accessible to the current user	No
Select Multiple Schools	Select multiple schools from the list. If no schools are selected on parameter form, the report will be run for current school (if selected) or for all schools accessible to the current user	No
By Fed. Property	If checked, the ‘Source Check by Fed. Property’ version is generated	Yes
Sort Order	Sort order options. Enabled if ‘By Fed. Property’ radio button is selected. Selected records are sorted by federal property first. Sort order options include: <ul style="list-style-type: none"> ▪ Property, parent name (default) ▪ Property, student name ▪ Property, school, student name ▪ Property, school, parent name 	Yes
Select Fed. Property	Select one property from the list. Enabled if ‘By Fed. Property’ radio button is selected. Dropdown is populated from System Codes > Federal Properties.	No
Select Multiple Properties	Select multiple properties from the list. Enabled if radio button ‘By Fed. Property’ is selected. If no properties are selected, the report is run for all properties.	No
By Employer	If checked, the ‘Source Check by Employer’ version is generated	Yes

Element	Contents	Mandatory?
Sort Order	Sort order options. Enabled if 'By Employer' radio button is selected. Selected records are sorted by employer first, then by federal property. Sort order options include: <ul style="list-style-type: none"> • Employer, Property, parent name (default) • Employer, Property, school, parent name 	Yes
Select Employer	Select one employer from the list. Enabled if 'By Employer' radio button is selected. Dropdown is populated from System Codes > Employers.	No
Select Multiple Employers	Select multiple employers from the list. Enabled if 'By Employer' radio button is selected. If no properties are selected, the report is run for all employers in the system codes table.	No
Student enrollment confirmed date	Date to be pre-printed on the source check signatures section	No
Title of the school district official	Title to be pre-printed on the source check signatures section	No
Verification?	If checked, performs verification for specified pupil number. See below	No

Verification

Verification is an optional function to run for a particular student while generating the file submission. **Note:** The file submission only contains information regarding the particular student selected. The user can view the Verification results by clicking on the Verification button which will navigate the user to SCH021 – Verification form. From the Verification form the user can select to print the results in a report by clicking on the print button.

Code Translation

“Code Translation” tab allows you to map Federal Property Type and Government Employment Type system codes to the categories used by the reports. The same code translations are used for “Impact Aid – Section 8003” report. You must map all categories to Federal Property Types and Government Employment Types in order for the report to run properly.

Generate Source Check Forms

1. Navigate to the 'Federal – Impact Aid' parameter form.
2. Select the Source Check radio button. The Reports tab and Code Translations tab are displayed.
3. The current date auto-populates in the Survey Date but can be changed.
4. Enter a date range using From Date and To Date.
5. Select a school or multiple schools (based on security levels).
6. Check 'By Fed. Property' or 'By Employer' radio button to select one of the versions of the source check.
7. When selecting 'By Fed. Properties' click on the 'Select Fed. Property' list of values. The list of values is populated from the Federal Properties system codes. Make a selection of one or more fed. properties.
8. When selecting 'By Employer' select an Employer or multiple employers. The list of values is populated from the Employers system codes.
9. Select a sort order.
10. Enter a 'Student enrollment confirmed date' to be pre-printed in the signatures section on each source check form.
11. Enter the 'Title of the school district official' to be pre-printed in the signatures section on each source check form.
12. Select 'Code Translation' tab.
13. Click on drop-down lists for Federal Property Types. List of values is populated from Federal Property Types system codes.
14. Click on drop-down lists for Government Employment Types. List of values is populated from for Government Employment Types system codes.
15. Click on the 'Print' button.

Record Selection Rules

For each employer (if Source Check "By Employer" is selected) or federal property (if Source Check "By Property" is selected) a record per each child and per each parent of this child that satisfy the following conditions is included:

- Student is active (registered and not withdrawn) at the selected school or schools on the Survey Date
- Neither IA Survey nor IA Source Check for the student was completed during the date range defined by the From and To Dates entered on the pform
- For Source Check by Property: Student resides on this property or has a parent with a valid government employment type employed on this property
- For Source Check by Employer: student has a parent with a valid government employment type employed by this employer

This report does not use Demo Extract.

Impact Aid Source Check Form Layout

The layout of the report is based on the sample Impact Aid Program source check form (see [Impact Aid Section 8003 Resources](#)):

FRIAXXR v.X.X.XX	ABC School District Impact Aid Program Source Check Form Survey Date: 01-OCT-2004 School Year: 2004/3005	Page: XX Data validity period From 01-OCT-2004 To 01-DEC-2004 Run Date: 01-OCT-2004 12:30:45
DEF Secondary School		

- (13) Employer Name:
- (14) Employer Address:
- (15) Federal Property: Naval Base 123
- (16) Property Address: 120 United Way, Washington, D.C.

(1) Parent/ Guardian's Name	(2) Parent/ Guardian's Mailing Address	(3) Branch of Service, Rank, or Foreign Military Government	(4) Military ID / SSN	(5) Parent/ Guardian In column (1) lived on above property as of survey date		(6) Parent/ Guardian In column (1) worked on above property as of survey date		(7) Name of Pupil Living with Parent/ Guardian in Column (1)	(8) Pupil Number	(9) Pupil's Date of Birth	(10) Pupil's Grade	(11) Pupil's School
				YES	NO	YES	NO					
Smiley, John	101 New St, Seattle, WA, 45677	US Navy, Captain	213213213					Smiley, Ann	321545646	09/23/19 93	4	452
Black, Andrew	101 New St, Seattle, WA, 45677	US Navy, General	456456456					Black, Jack	456456417	11/12/19 93	4	452
Black, Andrew	101 New St, Seattle, WA, 45677	US Navy, General	456456456					Black, Jane	456456456	08/14/19 91	6	452
(12) Total records			3									

This is to certify that the information shown under Columns (5) and (6) of the foregoing sheet(s) is correct for the person listed under Column (1) on the survey date.

Signature _____ Date _____

Title _____ Agency _____

This is to certify that the students listed under Column (7) of the foregoing sheet(s) were enrolled in this school system on the survey date.

Signature _____ **(17)** Date _____

(18) Title _____ **(19)** School District _____



Element	Contents
Parent/ Guardian's Name	Parent/ Guardian's Last Name and First Name
Parent/ Guardian's Mailing Address	Parent/ Guardian's Mailing Address
Branch of Service, Rank, or Foreign Military Government	For parents with Government Employment Type "Uniformed Services, Active Duty" or "Accredited foreign military"
Military ID / SSN	For parents with Government Employment Type "Uniformed Services, Active Duty" or "Accredited foreign military"
Parent/ Guardian In column (1) lived on above property as of survey date - YES	Blank – will be used to fill in the form
" " - NO	Blank – will be used to fill in the form
Parent/ Guardian In column (1) worked on above property as of survey date - YES	Blank – will be used to fill in the form
" " - NO	Blank – will be used to fill in the form
Name of Pupil Living with Parent/ Guardian in Column (1)	Pupil's Last Name and First Name
Pupil Number	Pupil Number
Pupil's Date of Birth	Pupil's Date of Birth
Pupil's Grade	Pupil's Grade on Survey Date
Pupil's School	Pupil's School on Survey Date
Total records	Total number of records for each federal property
Employer Name	Employer Name (only for Source Check by Employer)
Employer Address	Employer Address (only for Source Check by Employer)
Federal Property	Federal Property Name
Property Address	Federal Property Address
Date	Date of the student status confirmation by the district as entered on the parameter form
Title	Title of the school district official confirming the student's status as entered on the parameter form
School District	Current school district

Impact Aid Report

FRIA001P.FMX Federal – Impact Aid

FRIA002R.REP Impact Aid Report - Detail

FRIA003R.REP Impact Aid Report - Summary

One parameter form is used for Source Check, Impact Aid Section 8003 report and YET. Select 'Impact Aid Section 8003' radio button at the top. The middle section of the form displays a canvas with parameters specific for this report. For 'Impact Aid – Section 8003' radio button two tabs are displayed – Reports and Code Translations.

'Reports' Tab

Element / Column Label	Contents	Manda-tory?
Report Title	Title as it will appear on the report	Yes
Survey Date	Survey date for the report subtitle.	Yes
From Date/To Date	Valid dates for "survey form completed" and "source check completed"	Yes
Single school	Select one school from all schools current user has access to	No
Select Multiple Schools	Select multiple schools from the same list.. If no current school is selected and no multiple selection made, the report is run for all schools available for current user.	No
Talented and Gifted Program Group	Select TAG Program Group (TAG students are excluded when identifying SPED students). Dropdown is populated from System Codes > Programs > Program Groups.	No
Talented and Gifted Exceptionality	Select TAG exceptionality code (excluded when identifying SPED students). Dropdown is populated from SPED Exceptionality_system codes.	No
Pre-Kindergarten Grades	Select Pre-Kindergarten Grades (for these grades, students paying one of the selected tuition fee codes are excluded from the report). Dropdown is populated from Grades system codes.	No
Exclude Tuition Fee Codes	Select tuition fee codes to identify students that must be excluded from the report. Dropdown is populated from Tuition Fees system codes.	No
Summary only	Select to run summary report only	Yes
Summary and Detailed Report	Select to run both summary and detailed report	Yes
Sort Order	Sort order options. Default – By Eligibility Category, Subcategory, Federal Property, Student Name	Yes
Verification	Select to run verification on one student	No

Element / Column Label	Contents	Mandatory?
Pupil Number	Select pupil number for verification. Enabled if 'Verification' checkbox is checked.	Yes

Code Translations' tab

The 'Code Translations' tab is used to:

- Associate one of the Federal Property Types system codes with each of the three federal categories (Indian Land, Low-Rent Housing, Other Federal Property)
- Associate one of the Government Employment Types system codes with each of the three federal categories (Uniformed Services Active Duty, Accredited Foreign Military, Employed on Federal Property)

Data Validity

Students to be included in the report are identified by 'Survey form completed?' and 'Source Check completed?' checkboxes and corresponding date fields. Only students that have had their survey or source check completed within valid date range specified on the parameter form are included in the report.

In case the district runs a second membership survey during the same year, specify the appropriate date range on the parameter form.

To disqualify last year's data during next year's survey, use "YET Process" on YET Tab. It allows setting the 'Survey form completed?' and 'Source Check completed?' checkboxes to 'No', with corresponding dates set to null. Run the YET Process after all Impact Aid reports are completed and before entering next year survey's data in eSIS.

Record Selection

Students that satisfy the following criteria are selected:

- Active (enrolled, registered and not withdrawn) at one of the selected schools on the survey date. If no schools have been selected, all schools available to current user are included.
- Cross-enrolled students are not included.
- Completed IA Survey or IA Source Check within the date range specified by the user:
- Student's tuition fee is NOT one of the codes selected on the parameter form if student is in pre-kindergarten (grade is one of the selected on the parameter form).

For each student, a parent that satisfies the following criteria is selected:

- 'Impact Aid Eligible' checkbox is on
- Survey date is greater or equal to the 'Employment Valid From' date and less or equal that the 'Employment Valid To' date
- Parent Government Employment Type is 'Uniformed Services', "Accredited Foreign Military" or "Employed on Federal Property"

Generate Impact Aid Report

1. Navigate to the 'Federal - Impact Aid' parameter form.
2. Click on the "Impact Aid – Section 8003" radio button. The Reports tab and Code Translations tab are displayed.
3. The current date auto-populates in the Survey Date but can be changed.
4. Enter a From Date and To Date for the 'Data validity period'.
5. Select a school or multiple schools (based on security levels).
6. Click on the "Talented and Gifted Program Group" list of values and select one program group. The list of values is populated from Program Groups system codes. Students enrolled in a program belonging to this program group will be excluded when identifying Special Education children.
7. Click on the "Talented and Gifted Exceptionalities" drop-down and select one exceptionality. The list of values is populated from SPED Exceptionality system codes. Students with selected exceptionality will be excluded when identifying Special Education children. Students with all other exceptionalities will be considered Special Education children.
8. Click on the "Pre-Kindergarten Grades" drop-down and select one grade. The list of values is populated from Grades system codes. Click on the 'Add' button and repeat to select additional grades.
9. Use the 'Exclude Tuition Fee Codes' box to select fee codes to be excluded. Use the 'Add', 'Add All', 'Remove', 'Remove All' buttons to move multiple codes to the 'Selected Fee Codes' box.
10. Select one of the radio buttons for Summary report or Summary and Detail report
11. Select a Sort Order.
12. Click on Verification checkbox to search for a single student for verification.
13. Select 'Code Translation' tab.
14. Click on drop-down lists for Federal Property Types. List of values is populated from Federal Property Types system codes.
15. Click on the list of values for Government Employment Types. List of values is populated from Government Employment Types system codes.
16. Select the 'Print' button.

Identifying student's IA Eligibility Category and Subcategory Report Description

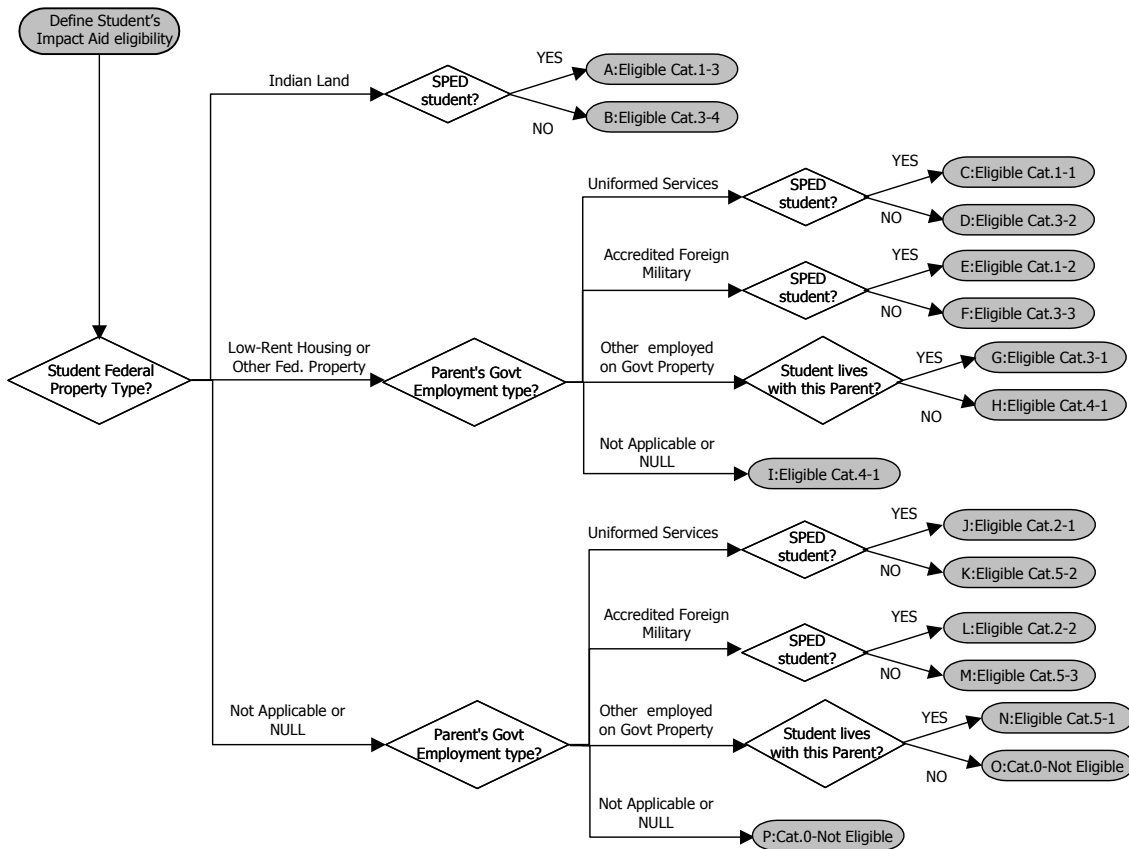
Section 8003 Impact Aid Application is a headcount of federally connected children. It identifies five eligibility categories to which different funding formulae apply. Each of these five categories is reported in a separate table: Table 1 (includes Table 1-1 and Table 1-2), Table 2, Table 3, Table 4 and Table 5. Each of the eligible students is allocated to one (and no more than one) of the five tables. Tables 1-1 and 1-2 include the same set of students broken down differently.

To place each eligible student in one of the five tables of the Impact Aid Section 8003 application, student Impact Aid Eligibility Category and Subcategory will be calculated. The category corresponds to the table the student will be allocated to. Subcategory corresponds to the numbered group within each table.

Range of values:

<i>Impact Aid Section 8003 Table</i>	<i>Eligibility Category</i>	<i>Eligibility SubCategory</i>
Table 1	1	1,2,3
Table 2	2	1,2
Table 3	3	1,2,3,4
Table 4	4	1
Table 5	5	1,2,3
Not eligible	0	NULL

Decision tree for identifying student's IA eligibility category and subcategory is presented below. Each outcome is marked Cat.X-Y where X is Impact Aid Eligibility Category and Y is Subcategory.



Each outcome is numbered from A to P and corresponds to the following scenarios:

#	Scenario	Eligibility category	Comments
A.	Tommy lives on Indian land and is a SPED student	Cat. 1, subcat.3	
B.	Tony lives on Indian land and is not a SPED student	Cat. 3, subcat.4	
C.	Keith is a SPED student, lives in low-rent housing, and his father is in US Navy	Cat. 1, subcat.1	
D.	Kim is not a SPED student, lives on federal property, and her father is on active duty in uniformed services	Cat. 3, subcat.2	
E.	Kate is a SPED student, lives on federal property, and her father is an accredited foreign military officer	Cat. 1, subcat.2	
F.	Kerry is not a SPED student, lives on federal property, and her father is an accredited foreign military officer	Cat. 3, subcat.3	
G.	Rick lives on low-rent housing with both his parents, and his mother is employed on federal property	Cat. 3, subcat.1	Does not matter whether he is a SPED student
H.	Randy lives in low-rent housing with his mother only, and his father is employed on federal property	Cat. 4, subcat.1	Equivalent to not having parents employed by the government
I.	Rob lives on federal property (not Indian land) with his parents, none of the parents are employed on federal property	Cat. 4, subcat.1	Does not matter whether he is a SPED student
J.	Andy is a SPED student, does not live on federal property, and his mother is in the army on active duty	Cat. 2, subcat.1	Does not matter if the student lives with this parent
K.	Ann is not a SPED student, does not live on federal property, and her father is in uniformed services	Cat. 5, subcat.2	Does not matter if the student lives with this parent
L.	Amy is a SPED student, does not live on federal property, and her mother is an accredited foreign military officer	Cat. 2, subcat.2	
M.	Ashley is not a SPED student, does not live on federal property, and her father is an accredited foreign military officer	Cat. 5, subcat.2	
N.	Sam does not live on federal property, and lives with his father who is employed on federal property	Cat. 5, subcat.1	
O.	Curtis lives with his father, not on federal property, and his mother is a civilian employed on federal property (mother does not live with Curtis)	Cat. 0 - Not Eligible	
P.	Colin is a SPED student, does not live on federal property and his parents are not employed on federal property	Cat. 0 - Not Eligible	

Detail Report

The detail report includes all students with Eligibility Category is 1,2,3,4 or 5. Students with Eligibility category '0' are not included (they represent students that are not Impact Aid eligible and will not be included in the summary report).

The following fields are included in the Detail Report:

<i>Element / Column Label</i>	<i>Description</i>
IA_eligibility_category	See logic described above
IA_eligibility_subcategory	See logic described above
School	Student school on Survey Date
Grade	Student grade on Survey Date
Pupil_Number	Student's pupil_number
Student_Last_Name	Student's legal name
Student_First_Name	Student's first name
Date of Birth	Student's birthdate
Sex	Student's sex
SPED_Student	Y if the current student is a Special Education Student, and none of the student's current SPED exceptionalities matches the exceptionality selected on the parameter form (gifted exceptionality), and the student is not enrolled in a TAG program which Program Group matches selected on the parameter form
Primary_SPED_Exceptionality	Primary Exceptionality for Special Education students
Student_Property	Federal Property Code
Student_Property_Type	Federal Property Type (code from Federal Property Types system codes)
Parent_Last_Name	Parent's last name
Parent_First_Name	Parent's first name
Govt Employment Type	Parent's government employment type (from Government Employment Types system codes)
Parent_Property	Federal Property Code
Employer	Employer Code
Living_with	Y if this parent is living with the student

Sort Order:

- Eligibility category, subcategory, federal property, student last name, student first name (DEFAULT).
- Includes total number of students for each property* and each eligibility category.
- School, Eligibility category, subcategory, property, student last name, student first name.
- Includes total number of students for each property* and each eligibility category.
- School, grade, student last name, student first name.
- Includes total number of students for each grade and each school.

Note: Within eligibility categories 1, 3, 4 – sort by property is done by student’s property - these students are included in summary tables 1, 3,4 sorted by student federal property

Within eligibility categories 2,5 – sort by property is done by parent’s property - these students do not reside on federal property.

Sorting by property is always performed by property code. Properties with NULL code are placed last, sorted by property name.

Summary Report

Summary tables layout is based on [FY 2005 Section 8003 Application](#).

Below are the mock-ups of each table.

Table 1-1:

Creates one row per each property from Federal Properties System Codes. Includes properties with zero number of children. Includes all students with Impact Aid Eligibility Category 1.

TABLE 1-1. FEDERAL PROPERTY ON WHICH CHILDREN WITH DISABILITIES RESIDE		
PROPERTY CODE NUMBER (1)	OFFICIAL NAME, ADDRESS, CITY, STATE (2)	NUMBER OF CHILDREN ON SURVEY DATE (3)
1234567891234	Low-Rent Housing Project LRH-0789, 150 Old St., Seattle, WA 45612	21
2345678912345	ABCD Military Base, WA 78964-4562	15
	Indian Territory 3456, WA	125
	Fort Michael’s, WA 56487-8954	100
	Trust Land XYRV-3546	89
TABLE 1-1 TOTAL = >		350

Table 1-2:

The table will always contain three rows.

TABLE 1-2. CHILDREN WITH DISABILITIES		
PROPERTY CODE NUMBER (1)	CHILDREN WITH DISABILITIES (2)	NUMBER OF CHILDREN ON SURVEY DATE (3)
0000-0010	WITH A PARENT ON ACTIVE DUTY IN THE UNIFORMED SERVICES OF THE UNITED STATES	
0000-0015	WITH A PARENT WHO IS BOTH AN ACCREDITED FOREIGN GOVERNMENT OFFICIAL AND A FOREIGN MILITARY OFFICER	
1435-0010	RESIDING ON ELIGIBLE INDIAN LANDS	
TABLE 1-2 TOTAL = >		

Table 2:

The table always contains two rows.

Includes all students with Impact Aid Eligibility Category 2.

TABLE 2: CHILDREN WITH DISABILITIES WHO DO NOT RESIDE ON FEDERAL PROPERTY BUT: (1) HAVE A PARENT ON ACTIVE DUTY IN THE UNIFORMED SERVICES OF THE UNITED STATES; OR (2) HAVE A PARENT WHO IS BOTH AN ACCREDITED FOREIGN GOVERNMENT OFFICIAL AND A FOREIGN MILITARY OFFICER (Include only children enrolled in state-approved special education programs on this table. Exclude these children from Tables 1, 3, 4, and 5.)		
PROPERTY CODE NUMBER (1)	CHILDREN WITH DISABILITIES (2)	NUMBER OF CHILDREN ON SURVEY DATE (3)
0000-0010	WITH A PARENT ON ACTIVE DUTY IN THE UNIFORMED SERVICES OF THE UNITED STATES	
0000-0015	WITH A PARENT WHO IS BOTH AN ACCREDITED FOREIGN GOVERNMENT OFFICIAL AND A FOREIGN MILITARY OFFICER	
	TABLE 2 TOTAL =>	

Table 3

Includes all students with Impact Aid Eligibility Category 3. Creates one row per each property from Federal Properties System Codes with "Indian Land" type. At least one row per each property from Federal Properties System Codes with "Low-Rent Housing" or "Other Federal Property" type.

TABLE 3: CHILDREN WHO: (1) RESIDE ON FEDERAL PROPERTY WITH A PARENT EMPLOYED ON ELIGIBLE FEDERAL PROPERTY LOCATED AT LEAST PARTLY WITHIN THE SCHOOL DISTRICT; OR (2) RESIDE ON ELIGIBLE FEDERAL PROPERTY AND HAVE A PARENT ON ACTIVE DUTY IN THE UNIFORMED SERVICES OF THE UNITED STATES; OR (3) RESIDE ON ELIGIBLE FEDERAL PROPERTY AND HAVE A PARENT WHO IS BOTH AN ACCREDITED FOREIGN GOVERNMENT OFFICIAL AND A FOREIGN MILITARY OFFICER; OR (4) RESIDE ON ELIGIBLE INDIAN LANDS (NO PARENTAL EMPLOYMENT REQUIRED) (Do not include children reported on Table 1.)				
FEDERAL PROPERTY ON WHICH CHILDREN RESIDE		FEDERAL PROPERTY ON WHICH PARENTS ARE EMPLOYED		NUMBER OF CHILDREN ON SURVEY DATE (5)
PROPERTY CODE NUMBER (1)	OFFICIAL NAME, ADDRESS, CITY, STATE (2)	PROPERTY CODE NUMBER (3)	OFFICIAL NAME, ADDRESS, CITY, STATE (4)	
1234567891234	Low-Rent Housing Project LRH-0789, 150 Old St., Seattle, WA 45612	7564456445644	Veterans' Hospital, 1 New St., Seattle, WA 05231	5
1234567891234	Low-Rent Housing Project LRH-0789, 150 Old St., Seattle, WA 45612		Accredited Foreign Military	1
2345678912345	ABCD Military Base, WA 78964-4562		Uniformed Services	118
	Indian Territory 3456			234
	Fort Michael's, WA 56487-8954	5145654112541	US Postal Service Clover Park Station, 12 Main St. Belleville	15
	Fort Michael's, WA 56487-8954	7564456445644	Veterans' Hospital, 1 New St., Seattle, WA 05231	4
	Trust Land XYRV-3546			31
TABLE 3 TOTAL = >				473

Table 4

Includes all students with Impact Aid Eligibility Category 4.
 Creates one row per each property from Federal Properties System Codes.
 Includes properties with zero number of children.

TABLE 4: CHILDREN WHO RESIDE ON ELIGIBLE FEDERAL PROPERTY BUT WHOSE PARENTS ARE NOT EMPLOYED ON FEDERAL PROPERTY (Children residing on eligible Indian lands should be reported on Table 3.)		
FEDERAL PROPERTY ON WHICH CHILDREN RESIDE		NUMBER OF CHILDREN ON SURVEY DATE
PROPERTY CODE NUMBER	OFFICIAL NAME, ADDRESS, CITY, STATE	
1234567891234	Low-Rent Housing Project LRH-0789, 150 Old St., Seattle, WA 45612	23
2345678912345	ABCD Military Base, WA 78964-4562	12
	Fort Michael's, WA 56487-8954	5
TABLE 4 TOTAL = >		40

Table 5

Includes all students with Impact Aid Eligibility Category 5.
 Includes properties with zero number of children.

TABLE 5: CHILDREN WHO DO NOT RESIDE ON FEDERAL PROPERTY BUT: (1) RESIDE WITH A PARENT EMPLOYED ON FEDERAL PROPERTY; OR (2) HAVE A PARENT ON ACTIVE DUTY IN THE UNIFORMED SERVICES OF THE UNITED STATES; OR (3) HAVE A PARENT WHO IS BOTH AN ACCREDITED FOREIGN GOVERNMENT OFFICIAL AND A FOREIGN MILITARY OFFICER (Do not include children reported on Table 2.)		
FEDERAL PROPERTY ON WHICH PARENTS ARE EMPLOYED		NUMBER OF CHILDREN ON SURVEY DATE
PROPERTY CODE NUMBER	OFFICIAL NAME, ADDRESS, CITY, STATE	
2345678912345	ABCD Military Base, WA 78964-4562	2
5145654112541	US Postal Service Clover Park Station, 12 Main St. Belleville	40
	Veterans' Hospital, 1 New St., Seattle, WA 05231	12
	Uniformed Services	4
	Accredited Foreign Military	1
TABLE 5 TOTAL = >		59

Exceptions

When the parameter form is run to generate the detailed and/or summary report, the program also validates the data using the list of edit checks below.

If any edit violations exist, a record is written to the SIS_USER_ERROR_LOG table. The message written to the table includes the Pupil Number, Pupil Legal Name, Pupil First Name, Parent Last Name, Parent First Name, and Edit Violation Message.

Once the report is generated, a message appears that will notify of the number of edit violations for this submission. The message also asks the user if they wish to generate the Exception Report.

Edit	Edit Violation Message
When generating Detail Report, a student is found which is SPED student, but primary Exceptionality is NULL. Such student is included in the report, but an exception is generated.	The student is identified as SPED student but student's primary exceptionality is NULL or was not found

Verification

Verification is an optional function to run a Verification process for a particular student while generating the file submission.

Note: The file submission only contains information regarding the particular student selected. View the Verification results by clicking on the Verification button which will navigate the user to SCH021 – Verification form. From the Verification form the user can select to print the results in a report by clicking on the print button.

YET Process

Select the 'YET' radio button to run the YET Process. The YET Process must be run after the current Impact Aid reporting cycle is complete and all reports are run and printed out. The YET Process sets:

- students.IA_survey_completed to 'N'
- students.IA_source_check_completed to 'N'
- students.IA_survey_completed_date to NULL
- students.IA_source_check_completed_date to NULL

The screenshot shows a software window titled "Federal - Impact Aid" for "Clover Park School District" and "School Year: 2004/2005". It features three radio buttons: "Source Check", "Impact Aid - Section 8003", and "YET" (which is selected). Below these are input fields for "Report Title" (set to "ImpactAid Program Source Check Form"), "Survey Date" (set to "30-NOV-2004"), "From Date", and "To Date". A "School Selection" section includes a "Single School" dropdown (set to "Hudtloff Middle School") and a "Select Multiple Schools" button. A large text box contains the following information:

YET

Impact Aid Reporting - Year End Transition Process
This process will reset the following fields on Impact Aid screen STU655 :
- Checkboxes 'Survey form completed' and 'Source check completed' will be set to 'N'
- The dates for 'Survey form completed' and 'Source check completed' will be set to NULL

Please run after all Impact Aid Reports have been completed for the current Impact Aid membership survey

Impact Aid YET Process

At the bottom, there are checkboxes for "Verification?" and "Run in Background?" (set to "No"), along with printer and help icons.

Students are modified based on user security and schools selected on the parameter form.

After the YET Process, the students are identified as not having completed Impact Aid survey/source check. This allows you to enter new survey data and to reset the reporting cycle for the next year (next membership survey).

Note: Always run and print out all Impact Aid reports prior to running the YET process.

Run YET Process

1. Navigate to the Impact Aid parameter form.
2. Click on the 'YET' radio button.
3. Performs steps to select schools.
4. Click on the "Impact Aid YET Process" button. You will be asked for confirmation before proceeding.