



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.



TABLE OF CONTENTS

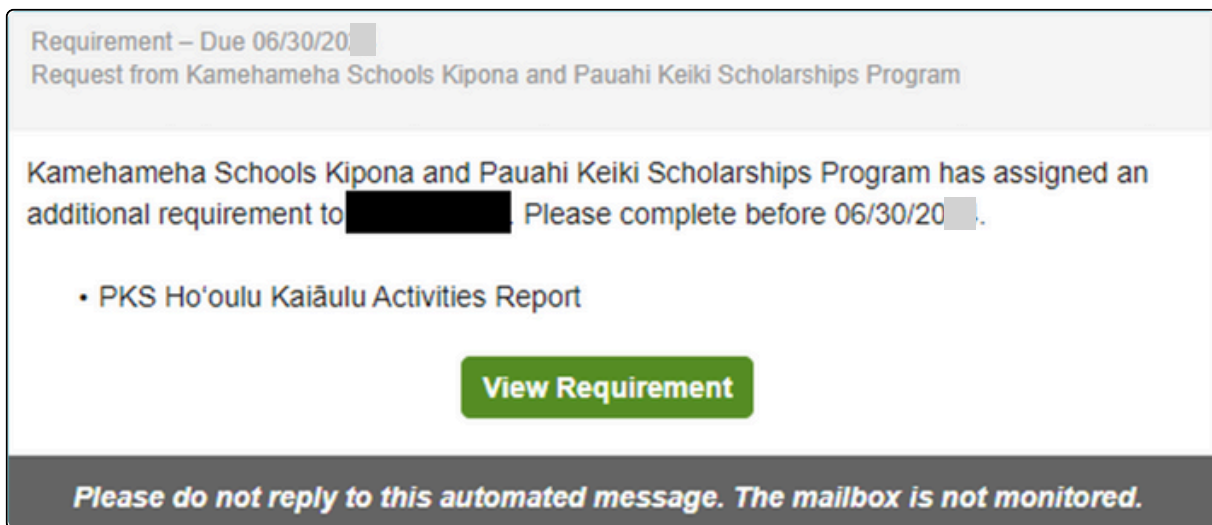
Login (Email)	2
Login (Website)	3
Requirement Statuses	4
Attendance Report (PKS Only)	4
Ho'oulu Kaiāulu Activities Report	5
Reviewing Your Submission	6

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 Kamehameha Schools Kipona and Pauahi Keiki Scholarships Program

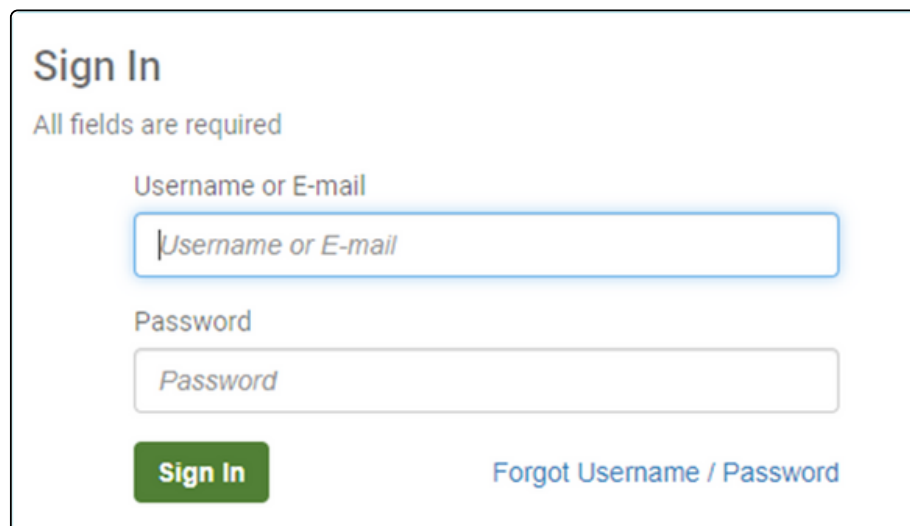
Kamehameha Schools Kipona and Pauahi Keiki Scholarships Program has assigned an additional requirement to [REDACTED] Please complete before 06/30/20.

- PKS Ho'oulu Kaiāulu Activities Report

[View Requirement](#)

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

Select “View Requirement” in the email notification received



Sign In

All fields are required

Username or E-mail

Password

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

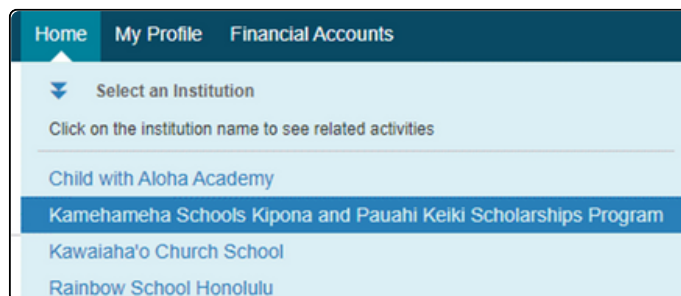
1B LOGIN (WEBSITE)

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
Kamehameha Schools Kipona and Pauahi Keiki Scholarships Program

A screenshot of the FACTS application form. At the top, there are two input fields for '20' and '-20'. Below them is an 'Application ID' field with a blacked-out value. 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, there is a box containing the text 'Kamehameha Schools Kipona and Pauahi Keiki Scholarships' and 'Program: 6 requirements assigned (0/6 completed)'. To the right of this box is a green button labeled 'View Requirements'.

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 2024-Oct 2024) Attendance Report	Kamehameha Schools Kipona and ...	[REDACTED]	11/01/2024	11/30/2024	Incomplete
PKS Ho'oulu Kaiulua Activities Report	Kamehameha Schools Kipona and ...	[REDACTED]	11/01/2024	06/30/2025	Incomplete

1 to 2 of 2 Page 1 of 1

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'OU LU KAIĀULU ACTIVITIES REPORT

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

Requirement Entry Details

PKS Ho'ou lu Kaiāulu Activities Report

Assigned to:

Incomplete

Status:

Incomplete

Start Date:

November 1, 2023

Due Date:

June 30, 2024

Time Required:

1 hours

+ Add Hours

For the 2023-2024 school year, Ho'ou lu 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'ou lu 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	ActivityDate	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*

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 “Ho'ou lu 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 ...	<div></div>	11/01/20	11/30/20	Complete
PKS Ho'oulu Kaiāulu Activities Report	Kamehameha Schools Kipona and ...	<div></div>	11/01/20	06/30/20	Complete

1 to 2 of 2Page 1 of 1

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