

PowerSchool Handbook

Impact Aid Program Survey

Version 1.1
October 31, 2023



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About This Handbook

This handbook was created by the San Diego Unified IT Training Department as reference material for the Impact Aid Office and coordinators responsible for the Impact Aid Program survey. It is updated periodically by the San Diego Unified IT Training Department. If you have any questions about how to execute these tasks in PowerSchool, please contact the IT Help Desk: (619)209-HELP (4357).

Dates and terms depicted throughout this handbook are used as examples and may not reflect the current school year or Term.




Impact Aid Program Survey Form

Impact Aid Program Survey Form

Beginning with the 2023-24 academic year, parents can complete the Impact Aid Program Survey Form online through the parent portal, offering a convenient option for many families. This new option has been added to simplify the process and make it more accessible to families while still providing the necessary information for the Federal Impact Aid Program. For families who submit a paper form, designated staff at each school will be responsible for collecting and recording the collection in PowerSchool.


IMPORTANT: Coordinators must ensure that all paper forms are fully filled out before officially recording the receipt of the forms in PowerSchool. This helps to ensure accuracy and completeness of the information provided.



Impact Aid Program Survey Form - The survey date is October 11, 2023

A survey must be completed and returned for every student

Please sign and date at the bottom

You may complete this form online. For those completing online, a paper form is not required.
 Log in at <https://powerschool.sandi.net/public/> or use QR code 
 (Under Navigation select: **Forms / General Forms / 2023-24 Impact Aid Program Survey Form**)
 Additional support resources: <https://www.sandi.net/itd/powerschoolportal>

OFFICE USE ONLY

School Name	School Loc. #	Teacher	Period	Room	Student ID	Code
-------------	---------------	---------	--------	------	------------	------

STUDENT INFORMATION NOTE: Parent/Guardian Only may edit incorrect information and then initial.

Student's Last Name	First Name	M.I.	Date of Birth	Grade
Complete Address		City	State	Zip Code
If the above address is on federal property, enter the name of the property to the right.		Name of Military Housing, Public Low-Rent Housing or any federal property		

Fill in the above boxes with complete and accurate information.

PARENT/GUARDIAN EMPLOYMENT INFORMATION: CIVILIAN

Enter information in this section regarding the parent/guardian if either person with whom the student resides was employed on federal property on October 11, 2023 . Enter the parent/guardian's name as it appears on the employer's payroll record.

All district schools will follow the steps in this handbook to:

- ✓ Run the Impact Aid Program Survey List report in PowerSchool.
- ✓ Collect and track Impact Aid Program Survey Forms that were submitted online or on paper.
- ✓ Submit all paper forms and final report to the Impact Aid Office.

Please contact the Impact Aid Office with any Impact Aid Program Survey Form questions at impactaid@sandi.net.

Impact Aid Program Survey List Report

This report lists all students who were active at your school on the survey date, including those who transferred out of the district. Students who transferred to another district school during the survey collection timeframe will be listed on the other school's report.

Use this report to track all survey submissions, preview the forms, and record the collected paper form.

1. From the Start Page, under **Reports** on the left-side menu, select **sqlReports**.
2. Expand the group of **Ecollect Forms**.
3. Select the **Impact Aid Program Survey List** Report.
4. Use optional report parameters to preview only missing form, for a student group selection, or both.
5. Click **Submit** to run the report.

Parameters - Show all students: Yes Run for the selected students: No											
Make Current Selection Copy CSV TAB Print PDF Separator: New Line Copy Parent Portal Emails											
Response Type	Response Date	View Response/Record Paper Form	Student Number	Last Name	First Name	Grade Level	School Name	Primary Disability	IEP Evaluation Date	Primary SE Service Code	Parent Portal Accounts
Paper Form	10/11/2023	Paper Form Recorded	123456	Abram	Gisele	7	De Portola Middle				0
No response	No response	Record Paper Form	234567	Ackerman	Lilian	8	De Portola Middle				1
Paper Form	10/11/2023	Paper Form Recorded	345678	Adiao	Slater	8	De Portola Middle				1

NOTE: This report includes information for students who receive Specialized Academic Instruction (SAI) services. A separate report is no longer required at the end of the survey collection.

Collect and Track Impact Aid Program Survey Forms

This year, parents will have the option to submit the Impact Aid Program Survey Form online through the parent portal. All forms submitted online will be automatically logged as collected and appear on the *Impact Aid Program Survey List* report. Paper forms must be collected and tracked.

To record a collected paper form using the *Impact Aid Program Survey List* report, do the following:

Click the **Record Paper Form** link to open the 2023-24 Impact Aid Program Survey Form, then skip to, and complete, steps 3 and 4 below.

Impact Aid Program Survey List

Parameters - Show all students: Yes Run for the selected students: No

Make Current Selection Copy CSV TAB Print PDF Separator: New Line Copy Parent Portal Emails

Response Type	Response Date	View Response/Record Paper Form	Student Number	Last Name	First Name	Grade Level	School Name	Primary Disability	IEP Evaluation Date	Primary Service Code
Paper Form	10/11/2023	Paper Form Recorded	123456	Abram	Gisele	7	De Portola Middle			
No response	No response	Record Paper Form	123457	Ackerman	Lilian	8	De Portola Middle			

To record the collected paper form for one student, search and select the student then do the following:

1. On the Student Page, under Information on the left-side menu, select **Forms**.
2. Select **2023-24 Impact Aid Program Survey Form**.

Information

- Access Accounts
- Annual Parent Authorizations
- Bus Ride Information
- Demographics
- Document Delivery
- Modify Info
- Forms**
- Work Permit
- Home Language Survey

Academics

- Attendance
- Enter Attendance
- Cumulative Info
- Graduation Document

Student Forms

Ackerman, Lilian Karime 8 123456 De Portola

General Forms Class Forms Student Support

General

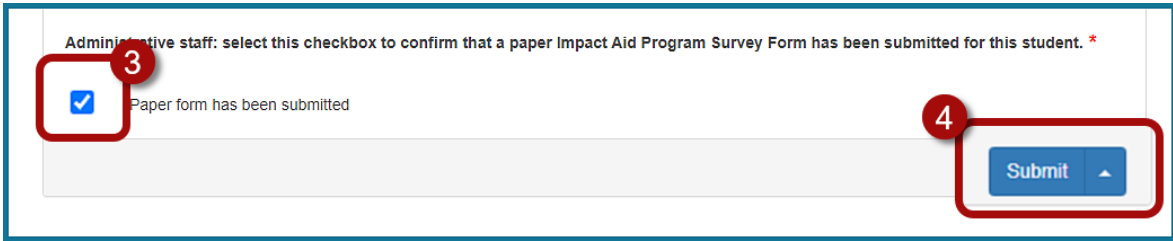
2023-24 Impact Aid Program Survey Form

This information is the basis for payment to your school district of federal funds under the Impact Aid Program Department of Education if your school district's application for payment is audited. This form must be signed

INDEPENDENT STUDY WRITTEN AGREEMENT

This contract for Independent Study is for students enrolled in a comprehensive elementary or secondary school independent study either as their educational option or to accommodate travel plans or other situations requiring

3. Scroll to the bottom of the form and **check the box** to confirm the **Paper form has been submitted**.
4. Click **Submit**.



Administrative staff: select this checkbox to confirm that a paper Impact Aid Program Survey Form has been submitted for this student. *

☒ Paper form has been submitted

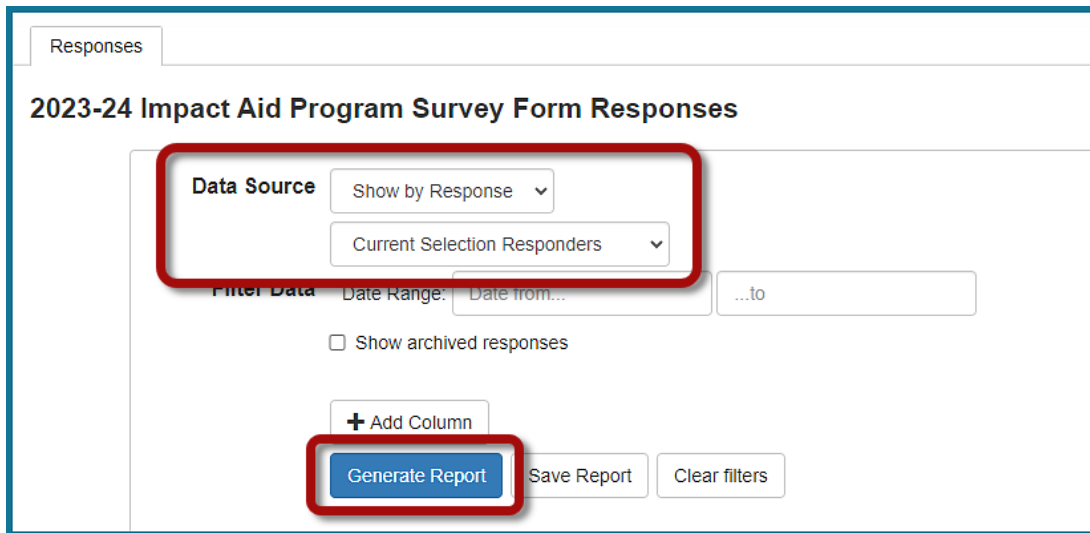
Submit

Deleting Survey Responses to Resubmit

In cases when a parent needs to apply a correction to the online Impact Aid Program Survey Form after submitting, it is necessary to delete the existing survey responses before the parent can resubmit the correct answers.

To delete survey responses, do the following:

1. Make the student selection.
2. Navigate back to the Start page, and under Reports on the left-side menu, select **Form Reports**.
3. On the Response Reports tab, select **2023-24 Impact Aid Program Survey Form**.
 - **Data Source** – Show by Response
 - **Filter Data** – Current Selection Responders
4. Click **Generate Report**.



Responses

2023-24 Impact Aid Program Survey Form Responses

Data Source Show by Response ▾


Filter Data Current Selection Responders ▾

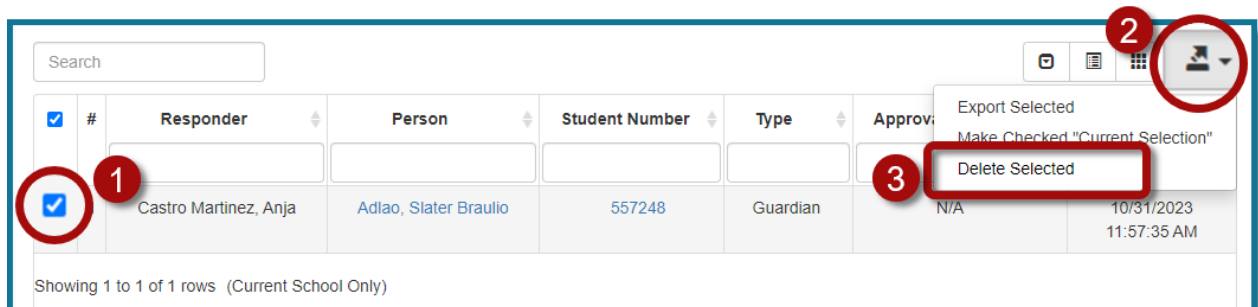
Date Range: Date from... ..to

☐ Show archived responses

+ Add Column

Generate Report Save Report Clear filters

5. Select the record to delete, then expand the Export icon  and select **Delete Selected**.



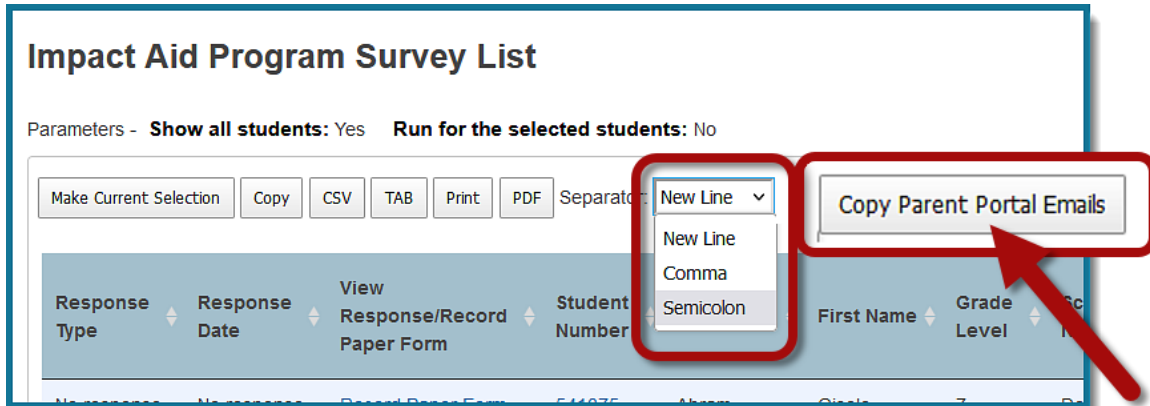
#	Responder	Person	Student Number	Type	Approv.	Export
<input checked="" type="checkbox"/>	Castro Martinez, Anja	Adlao, Slater Braulio	557248	Guardian	N/A	<div> <div>Export Selected</div> <div> <div>Make Checked "Current Selection"</div> <div>Delete Selected</div> </div> </div>

Showing 1 to 1 of 1 rows (Current School Only)

6. Click **Confirm** to delete selected.
7. A message indicates responses were successfully deleted.

Options to Communicate with Families

A new feature in the Impact Aid Survey Program Form report has been added to simplify the use of other communication tools. Use this feature to copy parent emails and follow up with families who have not responded to the survey. See below for suggested options.



Impact Aid Program Survey List

Parameters - **Show all students:** Yes **Run for the selected students:** No

Make Current Selection Copy CSV TAB Print PDF Separator

New Line
New Line
Comma
Semicolon

Copy Parent Portal Emails

Response Type	Response Date	View Response/Record Paper Form	Student Number	First Name	Grade Level	School
No response	No response	Respond Paper Form	544935	Abany	Grade 7	...

- **New Line** – for use with Digital Document Delivery, to create a CSV delivery template. Refer to the Digital Document Delivery handbook; Delivering a PDF Flyer or Brochure section.
- **Comma** – for use with (robocall through SchoolMessenger).
- **Semicolon** – for use with email client to send an email reminder.

Finalize Impact Aid Survey Program Collection

At the end of the Impact Aid Program Survey Form collection, prepare all collected forms.

- ✓ Count and alphabetize all paper forms.

To account for all submissions, run the **Impact Aid Form Counts** report.

1. From the Start Page, under **Reports** on the left-side menu, select **sqlReports**.
2. Expand the group of **Ecollect Forms**.
3. Select the **Impact Aid Survey Program Counts** Report.
4. Click **Submit** to run the report.

Impact Aid Program Survey Counts

Copy CSV TAB Print PDF

Search:

School Number	School Name	School Type	School Area	Students to survey	Students with Parent Portal accounts	Electronic forms submitted	Paper forms submitted	Students missing forms
327	De Portola Middle	District Run Middle / Junior High	Middle Schools	597	495	353	130	114

This number should match the total number of paper forms collected

IMPORTANT: Paper Forms counts on this report should balance with the paper forms at hand.

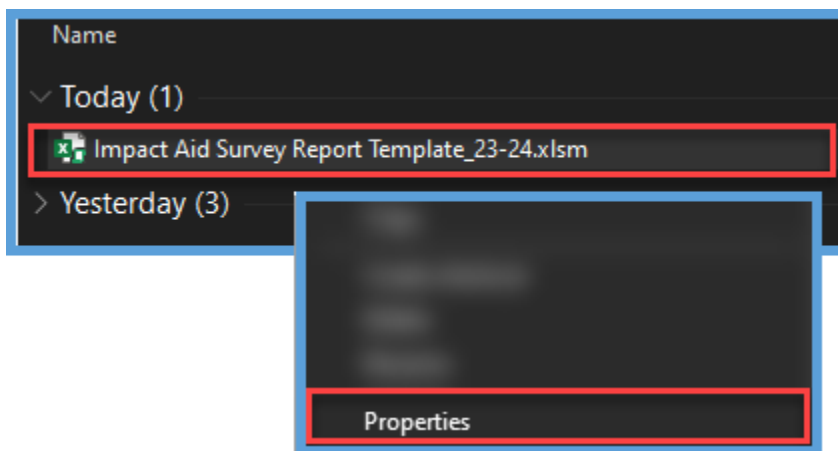
In cases where students transfer within district to your school, the report count will be a number higher if the form was collected at the other school.

Download Excel Impact Aid Survey Report Template

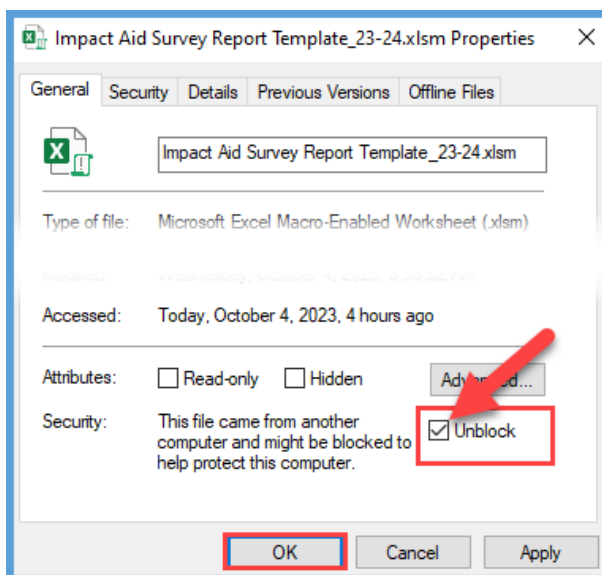
Download the Impact Aid Survey Report Excel template to add your final report results. The template can be found in the PowerSchool IT Resources, ECollect section of the Handbooks, Job Aids and Videos. You can also download the template by clicking [HERE](#).

IMPORTANT: You must do steps 1, 2, and 3 before opening the downloaded file.

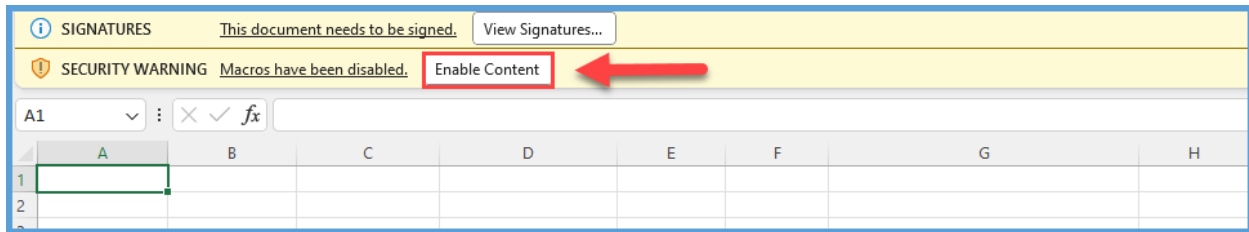
1. Navigate to your computer Downloads folder to find the **Impact Aid Survey Report Template** spreadsheet.
2. **Right-click** on the spreadsheet and choose **Properties**.



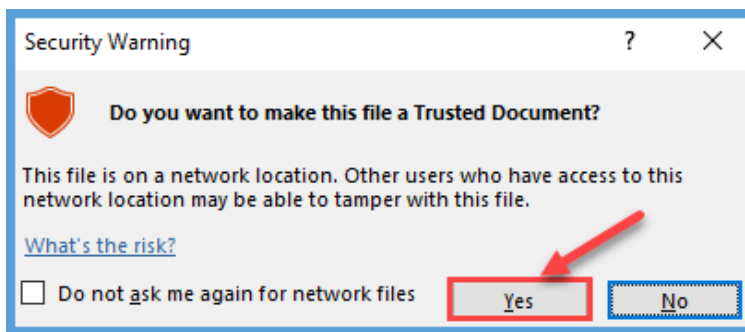
3. At the bottom of the **General** tab, check the box to **Unblock** and select **OK**.



4. You are ready to open your file. When the template is initially opened, a yellow security warning appears. Click **Enable Content**.



5. The Security Warning popup will appear, asking if you want to make the file a trusted document. Answer 'Yes.'



6. Click **File**, and select **"Save As"**.
7. Browse to the location where you will store the file and **Name** it ***ImpactAidSurveyReport2324_XXXX.xlsx***.

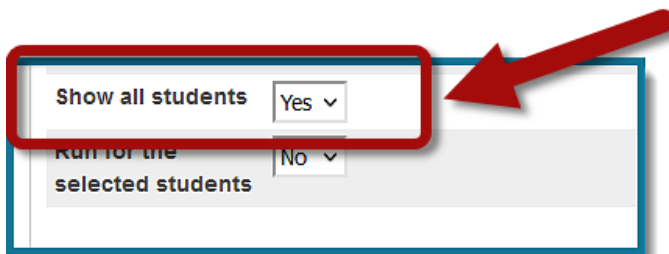
Where **"XXXX"** is the school's location/cost center number. For example, if your location/cost center is 0357, your file should be titled, "ImpactAidSurveyReport 2324_0357".

8. Leave this file Open, you will come back to it after running the Impact Aid Survey Program List Report in the next section.

Final Impact Aid Survey Program List Report

After forms have been counted and alphabetized, the final report must be saved, printed, and signed. Send the final report and all collected paper forms to the Impact Aid Office.

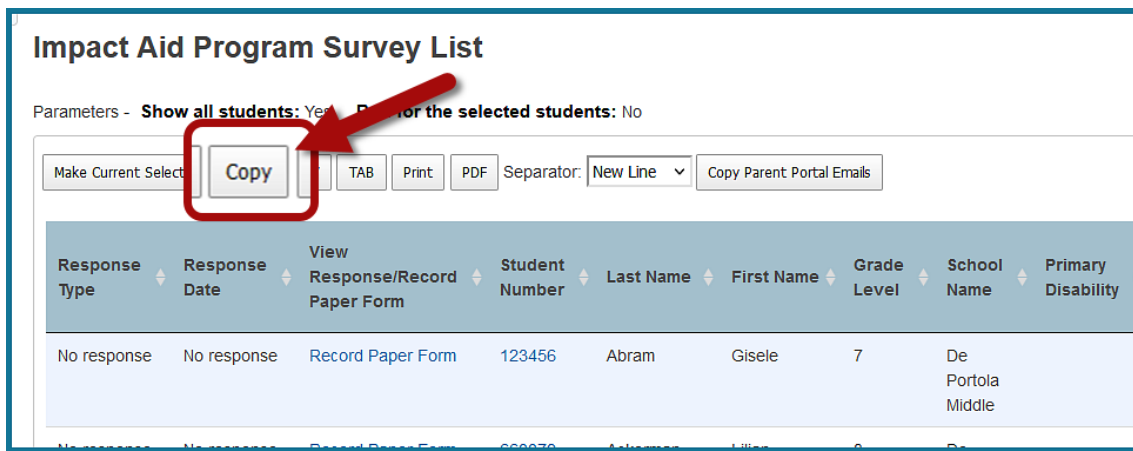
1. From the Start Page, under **Reports** on the left-side menu, select **sqlReports**.
2. Expand the group of **Ecollect Forms**.
3. Select the **Impact Aid Survey Program List** Report.
4. Set the Parameter **Show all Students** to **Yes**.



Show all students Yes ▾

Run for the selected students No ▾

5. Click **Submit** to run the report.
6. Select the **Copy** button to paste the results into your saved spreadsheet. Follow directions on the next page.



Impact Aid Program Survey List

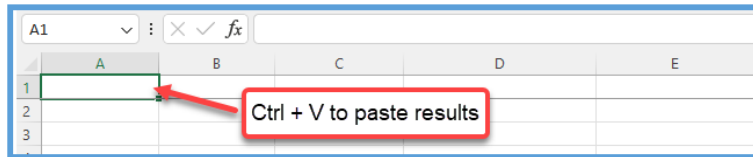
Parameters - Show all students: Yes Run for the selected students: No

Make Current Select **Copy** TAB Print PDF Separator: New Line ▾ Copy Parent Portal Emails

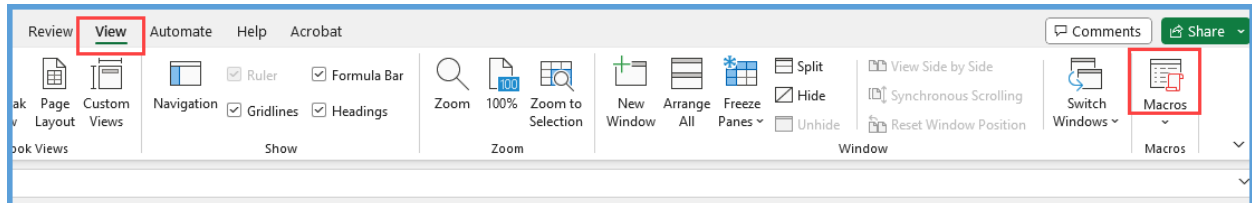
Response Type	Response Date	View Response/Record Paper Form	Student Number	Last Name	First Name	Grade Level	School Name	Primary Disability
No response	No response	Record Paper Form	123456	Abram	Gisele	7	De Portola Middle	

Format the Final Report

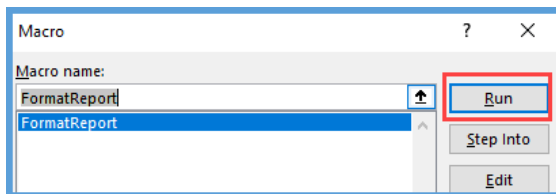
1. Having your **ImpactAidSurveyReport2324_####.xlsx** file open. Add the copied results from your report to the template.
2. **Paste (Ctrl + V) on cell A1.**



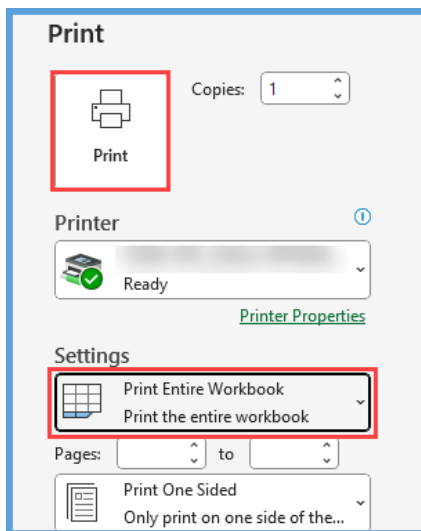
3. Select the **View** tab to access the Macros menu.
4. Click the **Macros** button to bring up the Macros window.



5. In the Macros window, select **FormatReport**, then click the **Run** button.



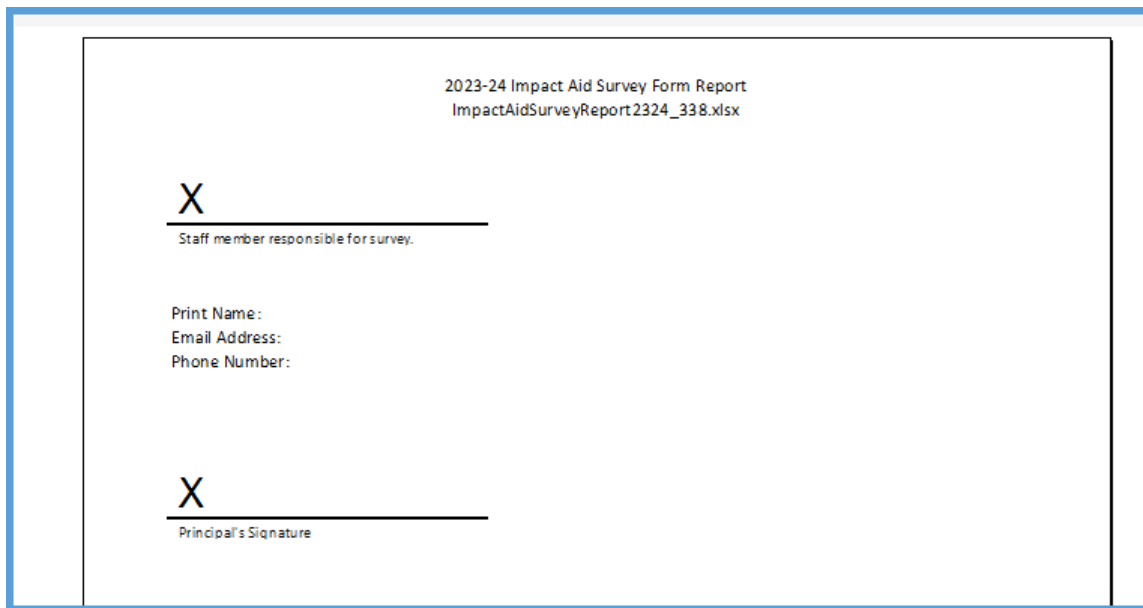
6. Select **File**, then **Print** and change the settings to **Print Entire Workbook**.



7. Click **Print**.

Submit Final Report and Paper Forms

Sign the last page of the printed copy of the report and obtain the principal's signature to certify all forms were reviewed and students identified as receiving Specialized Academic Instruction (SAI) services is current.



2023-24 Impact Aid Survey Form Report
ImpactAidSurveyReport2324_338.xlsx

X
Staff member responsible for survey.

Print Name:
Email Address:
Phone Number:

X
Principal's Signature

All Impact Aid survey forms and signatures page can be hand-delivered or mailed to the Impact Aid Office.

**Impact Aid Office
Education Center
Room 3244**