



WELINA MAI 'OUKOU!

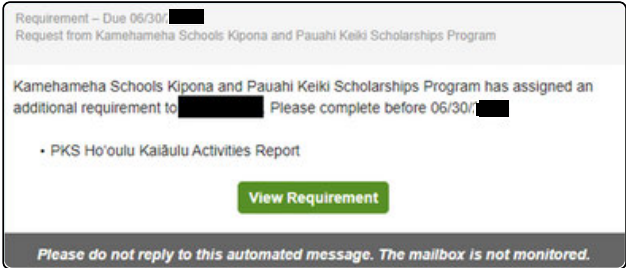
POST-AWARDING REQUIREMENTS

We have partnered with FACTS to provide 'ohana a digital space to submit community service information & attendance (PKS only) for PKS & Kipona recipients. This guide demonstrates how to submit your information online.

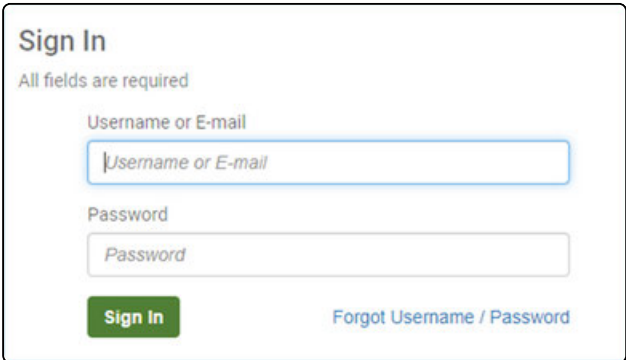
- 1 Access your portal using the emailed notification link or via the FACTS website. Log in with the same credentials used during our scholarship application process.

Note: We recommend using Google Chrome or Mozilla Firefox to access your FACTS Award Requirements Portal

Access via email link (PKS shown for reference)



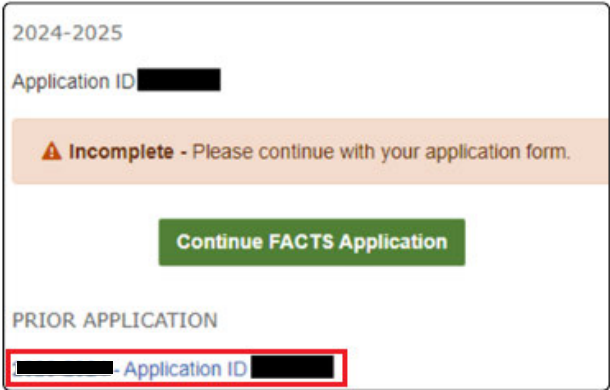
Select "View Requirement" in the email notification received



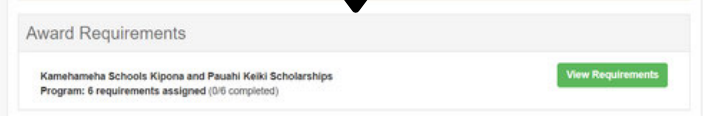
Access via FACTS homepage log in



Select "Home", then Kamehameha Schools Kipona and Pauahi Keiki Scholarships Program



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



Select the green button under "Award Requirements"



POST-AWARDING GUIDE CONTINUED

- 2** 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 ██████-Oct ██████) Attendance Report	Kamehameha Schools Kipona and ...	██████████	11/01/██████	11/30/██████	✘ Incomplete
PKS Ho’oulu Kaiāulu Activities Report	Kamehameha Schools Kipona and ...	██████████	11/01/██████	06/30/██████	✘ Incomplete

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Under “Assigned Requirements”, select the item that you wish to submit information for

- 3** Complete the Attendance Report Form (PKS only ; Kipona recipients may move on to next step)

Requirement Entry Details

PKS Q1 (Aug ██████-Oct ██████) Attendance Report

Assigned to: ██████████
Status: ██████████
Start Date: November 1, ██████
Due Date: November 30, ██████

Per the Terms & Conditions of the PKS Scholarship Program:

- 1) Keiki must maintain an attendance rate of 85% per reporting quarter.
- 2) There can be no more than three (3) CONSECUTIVE days of unexcused absences per reporting quarter.
- 3) Unexcused absences are defined by the preschool’s Parent Handbook/Policy.
- 4) Attendance reported prior to the end of the quarterly period will not be accepted.
- 5) Failure to meet this requirement may result in delayed disbursements, award suspension, and/or termination for the current award year.

Did keiki attend school at least 85% of the time during the reporting quarter? (e.g. if there were 60 instructional days during a reporting quarter, keiki must have attended at least 51 days.) *

Yes

Did keiki have three (3) or more CONSECUTIVE days of unexcused absences? (Note: Unexcused absences are defined by your preschool.) *

No

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. *

All fields with an asterisk* are required to be completed. Clicking “Save” submits your entry and returns you to the previous page



POST-AWARDING GUIDE CONTINUED

4 Access the Ho’oulu Kaiāulu Activities Report page. (PKS shown for reference)

Requirement Entry Details

PKS Ho'oulu Kaiāulu Activities Report

Assigned to: [Redacted]
Status: Incomplete
Start Date: November 1, [Redacted]
Due Date: June 30, [Redacted]
Time Required: 1 hours

For the 2023-2024 school year, Ho'oulu 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, [Redacted]

Ho'oulu 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.

5 Add your Community Service Hours and description and submit the form (PKS and Kipona recipients)

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*

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

All fields with an asterisk* are required. Clicking “Add” submits your entry onto the previous page. Do not forget to click “Save” on the previous “Ho’oulu Kaiāulu Activities Report” page



UA PAU KA HANA!

6 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 -Oct Attendance Report)	Kamehameha Schools Kipona and ...	[REDACTED]	11/01/ [REDACTED]	11/30/ [REDACTED]	Complete
PKS Ho'oulu Kaiāulu Activities Report	Kamehameha Schools Kipona and ...	[REDACTED]	11/01/ [REDACTED]	06/30/ [REDACTED]	Complete

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Note: The Ho’oulu Kaiāulu Activities Report status will change to “Complete” when the total required number of hours for that given period has been accrued on the form.

For more information please consult the Terms and Conditions of your respective award.



Kamehameha Schools®

If you require kōkua please give us a call at (808) 842-8800 or email ksrc@ksbe.edu