The Educational Impact Statement (EIS) is an interactive PDF document. This means that it should be downloaded to your PC or laptop and saved. You can then type in the required information and select from the dropdown fields. When complete, print the form and supply the required signatures. Alternatively, you can print the form and complete by hand.

#### **Steps for Schools:**

- 1. Save the Educational Impact Statement (EIS) to your PC/ laptop.
- 2. If you are experiencing difficulty saving the EIS electronically, please check the following:
  - Do you have a PDF reader?
  - Do you have the most recent version of Adobe?

You may need to **upgrade to Adobe Reader XI** or **Adobe Reader DC** which is available at <a href="https://get.adobe.com/reader/">https://get.adobe.com/reader/</a>

- 3. Complete the EIS Checklist with the applicant, then complete the relevant indicators on the EIS. There is more information in the **Teacher's Manual** about how to do this.
- 4. When the EIS is completed by the school, **printed**, **signed** and **stamped** by the Principal/ Deputy Principal, **it is the responsibility of the applicant** to ensure that it is posted to the CAO, Tower House, Eglinton St, Galway, along with the Evidence of Disability Documentation, before **17:00 on 15 March 2023**.

#### **Saving the Educational Impact Statement:**

- 1. Go to <u>www.cao.ie/dare</u> and click on **SIF Section B Educational Impact Statement Form** download button. (<u>www2.cao.ie/downloads/documents/2023/EIS.pdf</u>)
- 2. Right click anywhere on the EIS and a dialogue box will appear. One of the options in this dialogue box is **Save as...** (see Figure 1). Select **Save as...**
- 3. You can then save the EIS file by the student's name to a folder on your PC/ laptop (see Figure 2).
- 4. If you are using Google Chrome, you also have the option of downloading the EIS. Go to the top right-hand corner of your screen and you should see a download symbol (see Figure 3). Click on this symbol and you will be prompted to save the EIS to your PC/ laptop.
- 5. If you are using Internet Explorer/Microsoft Edge, right click your mouse over the EIS. Select Save as to the EIS (see Figure 4).

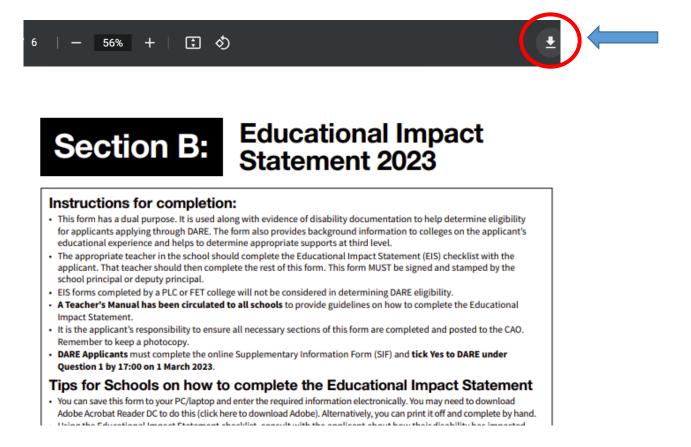
Figure 1: The Save as... option to save the EIS

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### Figure 2: Saving the EIS to a folder on your PC/ laptop

			t <b>202</b> 3				
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1	Hide Folders					5	ave

Figure 3: Google Chrome: Downloading the EIS to a folder on your PC/ laptop



#### Figure 4: Internet Explorer/Microsoft Edge: Right click on EIS to Save

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Section B: Stateme	$\rightarrow$	Forward	Alt+Right arrow
	С	Refresh	Ctrl+R
Instructions for completion:	B	Save	Ctrl+S
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<ul> <li>The appropriate teacher in the school should complete the Educational applicant. That teacher should then complete the rest of this form. This or head invite and the school school application.</li> </ul>	2	Cast media to device	
school principal or deputy principal. <ul> <li>EIS forms completed by a PLC or FET college will not be considered in d</li> </ul>	ᅳ	Send page to your devices	>
<ul> <li>A Teacher's Manual has been circulated to all schools to provide guid Impact Statement.</li> <li>It is the applicant's responsibility to ensure all necessary sections of this</li> </ul>		Create QR Code for this page	
Remember to keep a photocopy.	A»	Read aloud	Ctrl+Shift+U

### Tips for Completing the EIS in the interactive PDF:

When you have saved the Educational Impact Statement to your PC/laptop, you can then start to complete the statement.

- 1. Ensure you have an EIS file for each applicant in your school. Save an EIS for every applicant in a folder on your desktop by Name and CAO number.
- 2. Complete the relevant indicators on the EIS.
- 3. You can save changes and return to the EIS at a later stage to complete it. **ENSURE** you save **ALL** changes before closing the Adobe because **unsaved changes will be lost**.
- 4. To save changes:
  - a. Click on "File" in the top left-hand corner and select **Save** from the options listed (see Figure 5). Pressing **Ctrl + S** will perform the same function.
  - b. If you are making changes to text you have already entered, i.e. not new text, you may be prompted to **Save as...** (see Figure 6).
  - c. If you attempt to exit Adobe before saving your changes you will be prompted to save your changes (see Figure 7).
  - d. In the case of b. and c. above, you will be prompted to name your document. Each time you do this you may **rename** the document according to the version you have made, e.g. "Joe Bloggs\_23123456\_Version 1", "Joe Bloggs\_23123456\_Version 2", etc. Alternatively, you can replace the document each time, whereby you overwrite your previous changes in the same file and with the same name each time (see Figure 8).
- 5. When complete, print and collect the **necessary signatures AND school stamp**.

<ul> <li>Open</li> <li>Reopen PDFs from last session</li> <li><u>C</u>reate PDF</li> <li>Combine Files</li> <li>Insert Pages</li> </ul>	Ctrl+O	II be relevant to all applicants. You may need to gather inforr ch sections are relevant. nsure it is signed and stamped by the principal/deputy princi licants that they must return the Educational impact Statem e CAO, Tower House, Eglinton Street, Galway by 15 March
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Figure 5: Saving initial changes to the EIS

### Figure 6: Saving further changes to the EIS

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Figure 7: Prompt to save changes before exiting

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### Figure 8: Renaming your document

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### **Types of Questions:**

1. Drop down menus allow you to select the relevant disability type

Applicant's Disability	/Condition
Applicant's Disability/Condition:	Attention Deficit Disorder (ADD)/Attention Deficit Hyperactivity Disorder (ADH -
Are there any other co-existing cond	Attention Deficit Disorder (ADD)/Attention Deficit Hyperactivity Disorder (ADH Autistic Spectrum Disorder (including Asperger's Syndrome)
The information provided by the app Indicators are relevant to all applica	Blind/Vision Impaired
DARE educational impact criteria.	Deaf/Hard of Hearing
EIS Checklist	Developmental Co-ordination Disorder (DCD) – Dyspraxia

2. Text boxes allow you to type in information where requested

2.2 Did the applicant's disability affect class attendance or completion of the full day?

If yes, please describe the extent to which the applicant missed class during their time in post primary education. Please also provide the reason(s) for this, e.g. personal care needs, appointments for learning support, fatigue, applicant needing to take breaks.

Yes

No

3. Radio buttons allow you to select Yes or No or Not applicable to each question

EIS Checklist	
Please ask the applicant: Has your educational experience been affected by your disability/condition i following ways? Record their response to each of the following:	in any of the
1. I needed and received supports in school or exam accommodations.	Yes 💽 No 🔵
2. My school or class attendance has been disrupted.	Yes 💽 No 🔵
3. It has impacted on my overall experience of school.	Yes 💽 No 🔵
4. It has impacted on my school exam results and learning.	Yes 💽 No 🔵
5. I have experienced other educational impact not listed above.	Yes 🔘 No 💽
6. My literacy and/or numeracy abilities have been impacted.	Yes 🔘 No 💽

#### 4. Check boxes allow you to select the relevant information

Indicator 1: Intervention and Support									
1.1 Has the applicant received additional support in school due to the impact of their disability?									
If yes, please select years that support(s) was received:									
Support	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year			
Learning Support					$\checkmark$	$\checkmark$			
Resource Hours									
Special Needs Assistant									
Visiting Teacher Service									
Assistive Technology	✓	<b>√</b>	$\checkmark$	✓	✓	$\checkmark$			
Care Support Team									
Home Tuition Hours									
Ed. Welfare Officer Support									
Behavioural Support Class (NBSS)									
ASD Class									
Other:									