

How to download and complete the Educational Impact Statement

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 <https://get.adobe.com/reader/>

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 www.cao.ie/dare and click on **SIF Section B - Educational Impact Statement Form** download button. (www2.cao.ie/downloads/documents/2023/EIS.pdf)
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).

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

Section B: Educational Impact Statement 2023

Instructions for completion:

- This form has a dual purpose. It is used along with evidence of disability documentation to help determine eligibility for applicants applying through DARE. The form also provides background information to colleges on the applicant's educational experience and helps to determine appropriate supports at third level.
- The appropriate teacher in the school should complete the Educational Impact Statement (EIS) checklist with the applicant. That teacher should then complete the rest of this form. This form **MUST** be signed and stamped by the school principal or deputy principal.
- EIS forms completed by a PLC or FET college will not be considered in determining DARE eligibility.
- A Teacher's Manual has been circulated to all schools** to provide guidelines on how to complete the Educational Impact Statement.
- It is the applicant's responsibility to ensure all necessary sections of this form are completed and posted to the CAO. Remember to keep a photocopy.
- DARE Applicants** must complete the online Supplementary Information Form (SIF) and **tick Yes to DARE under Question 1 by 17:00 on 1 March 2023.**

Tips for Schools on how to complete the Educational Impact Statement

- You can save this form to your PC/laptop and enter the required information electronically. You may need to download Adobe Acrobat Reader DC to do this (click here to download Adobe). Alternatively, you can print it off and complete by hand.
- Using the Educational Impact Statement checklist, consult with the applicant about how their disability has impacted upon their educational experience in your school.
- Not all sections will be relevant to all applicants. You may need to gather information from sources in your school depending on which sections are relevant.
- When complete, ensure it is signed and stamped by the principal/deputy principal.
- Remind DARE applicants that they must return the Educational Impact Statement, along with the appropriate evidence of disability, to the **CAO, Tower House, Eglinton Street, Galway by 15 March 2023.**

Applicant Details

Full Name of Applicant:

Date of Birth: / /

CAO Number:

Save as... Ctrl+S

Print... Ctrl+P

Rotate clockwise Ctrl+]

Rotate anti-clockwise Ctrl+[

Inspect

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

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Save As

File name: Section B Educational Impact Statement 2023.pdf

Save as type: Adobe Acrobat Document

Save

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



Section B:

Educational Impact Statement 2023

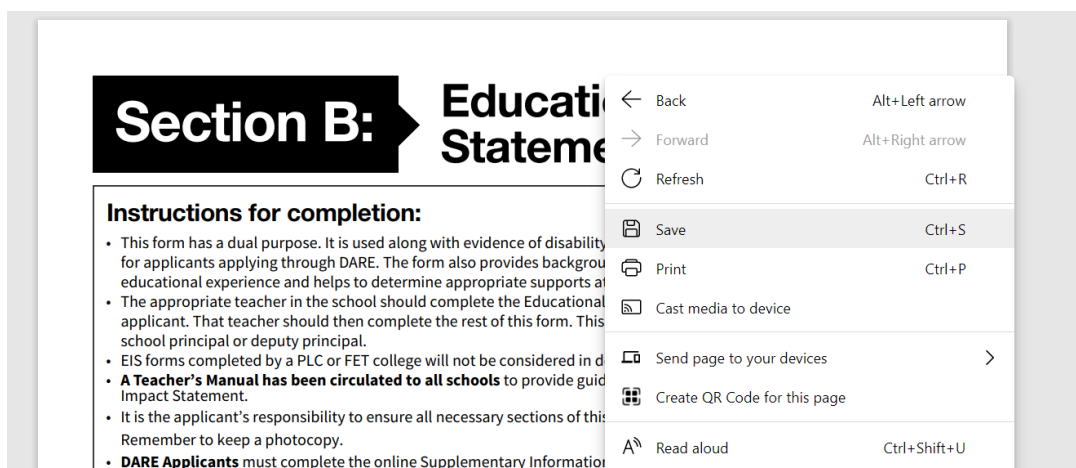
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Figure 4: Internet Explorer/Microsoft Edge: Right click on EIS to Save



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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**.

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Figure 5: Saving initial changes to the EIS

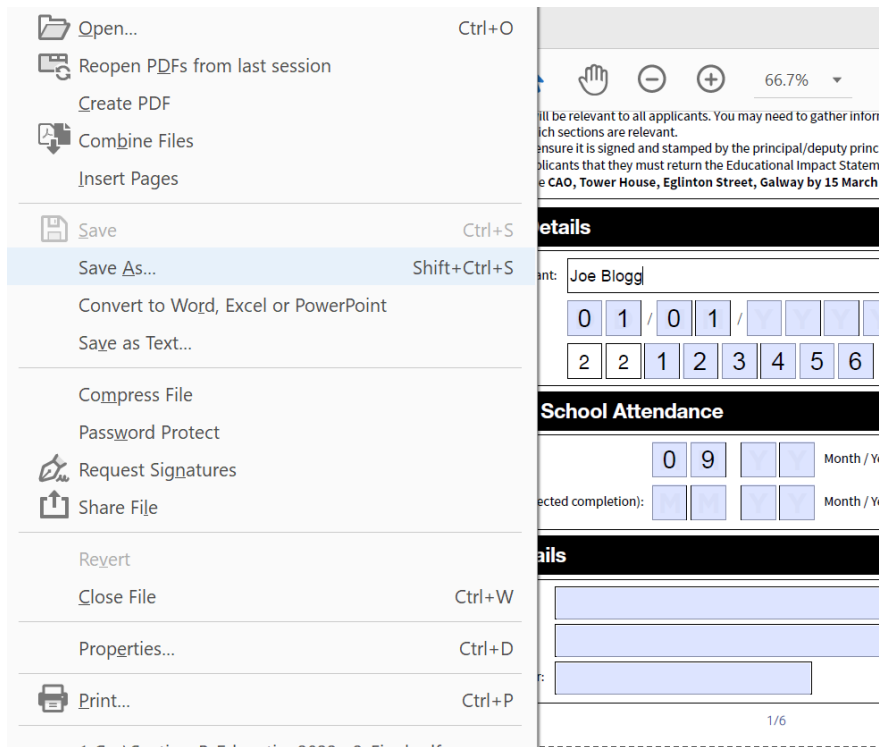
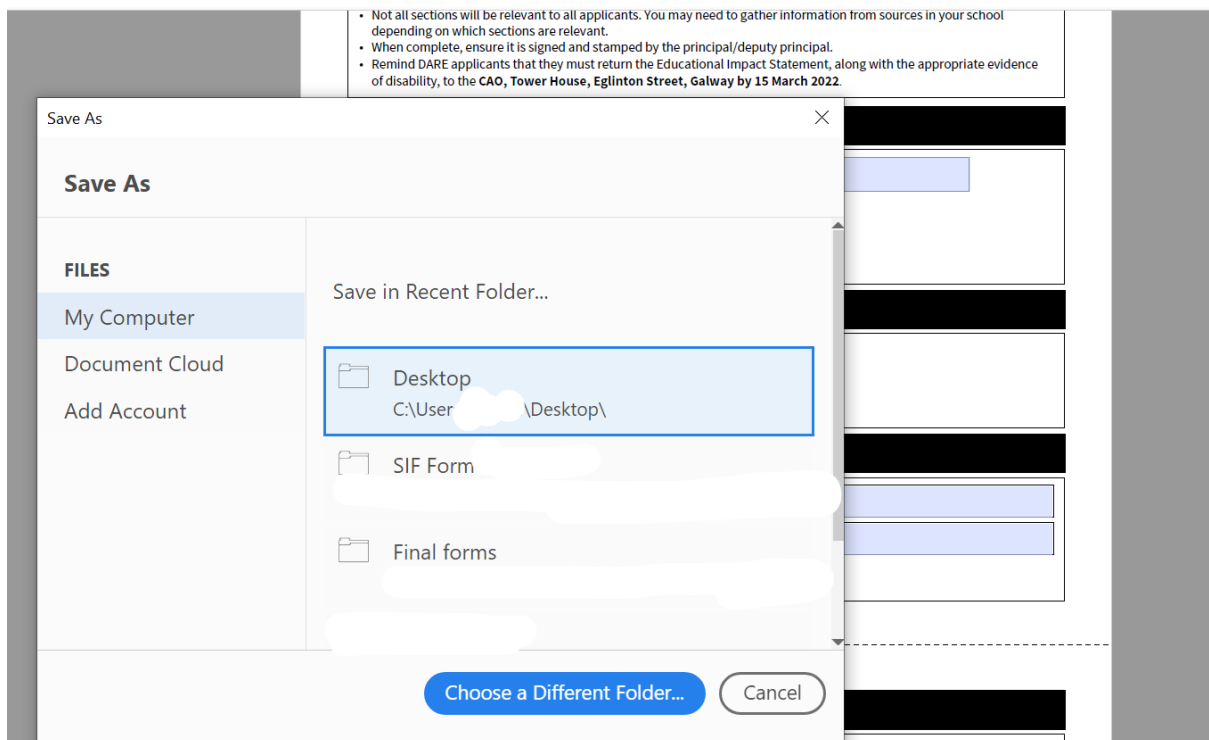


Figure 6: Saving further changes to the EIS



How to download and complete the Educational Impact Statement

Figure 7: Prompt to save changes before exiting

Section B: Educational Impact Statement 2023

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Tips for Schools on

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Date of Birth: / /

CAO Number:

Acrobat Reader

Do you want to save changes to 'Section B Educational Impact Statement 2023.pdf' before closing?

Figure 8: Renaming your document

Section B: Educational Impact Statement 2023

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Save As

Desktop > EIS2023

File name:

Save as type:

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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 conditions?	Attention Deficit Disorder (ADD)/Attention Deficit Hyperactivity Disorder (ADH) ▾
The information provided by the applicant is relevant to all applicable DARE educational impact criteria.	Autistic Spectrum Disorder (including Asperger's Syndrome)
	Blind/Vision Impaired
	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?

Yes ☒ No ☐

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.

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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 in any of the following ways? Record their response to each of the following:	
1. I needed and received supports in school or exam accommodations.	Yes <input checked="" type="radio"/> No <input type="radio"/>
2. My school or class attendance has been disrupted.	Yes <input checked="" type="radio"/> No <input type="radio"/>
3. It has impacted on my overall experience of school.	Yes <input checked="" type="radio"/> No <input type="radio"/>
4. It has impacted on my school exam results and learning.	Yes <input checked="" type="radio"/> No <input type="radio"/>
5. I have experienced other educational impact not listed above.	Yes <input type="radio"/> No <input checked="" type="radio"/>
6. My literacy and/or numeracy abilities have been impacted.	Yes <input type="radio"/> No <input checked="" type="radio"/>

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?						
						Yes <input type="radio"/> No <input type="radio"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Resource Hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Needs Assistant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visiting Teacher Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assistive Technology	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Care Support Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Tuition Hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ed. Welfare Officer Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behavioural Support Class (NBSS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ASD Class	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>