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 2024**.

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/2024/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 Page as…** (see Figure 1). Select **Save Page 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** (see Figure 4).

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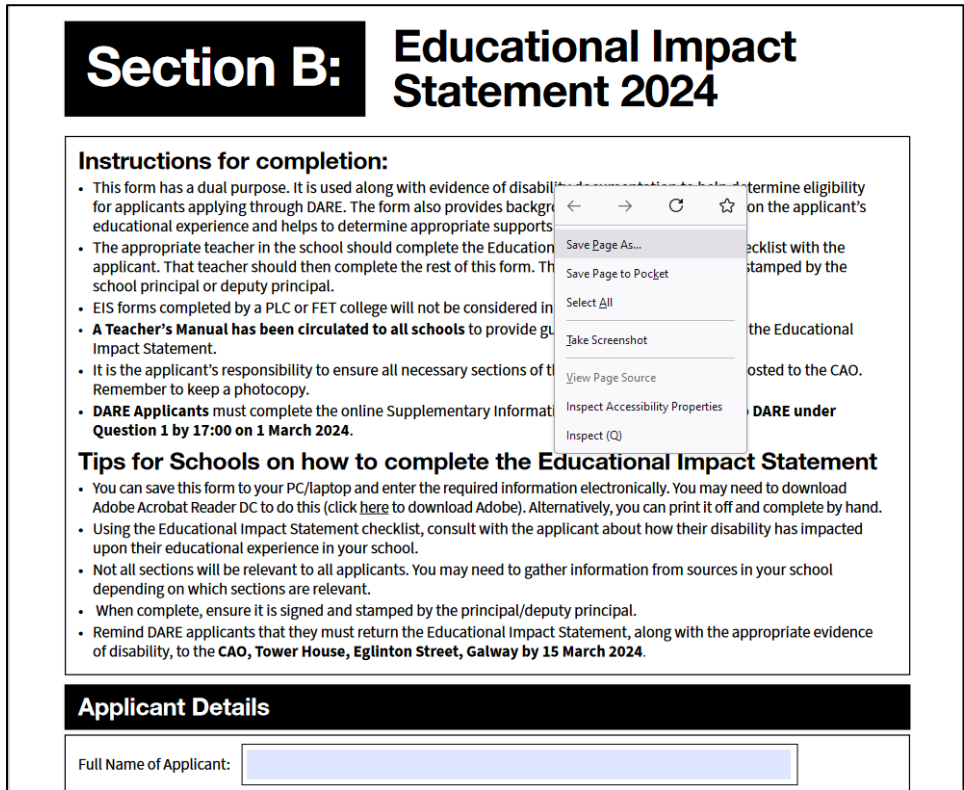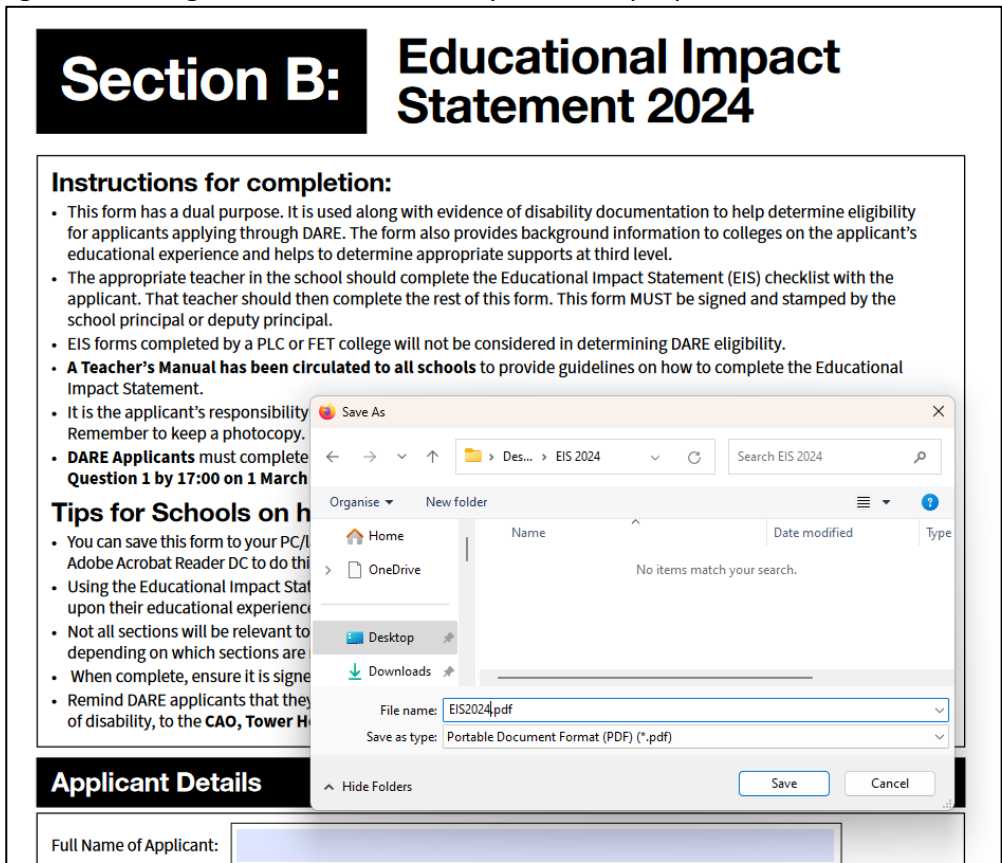Figure 1: The **Save Page as...** option to save the EIS

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

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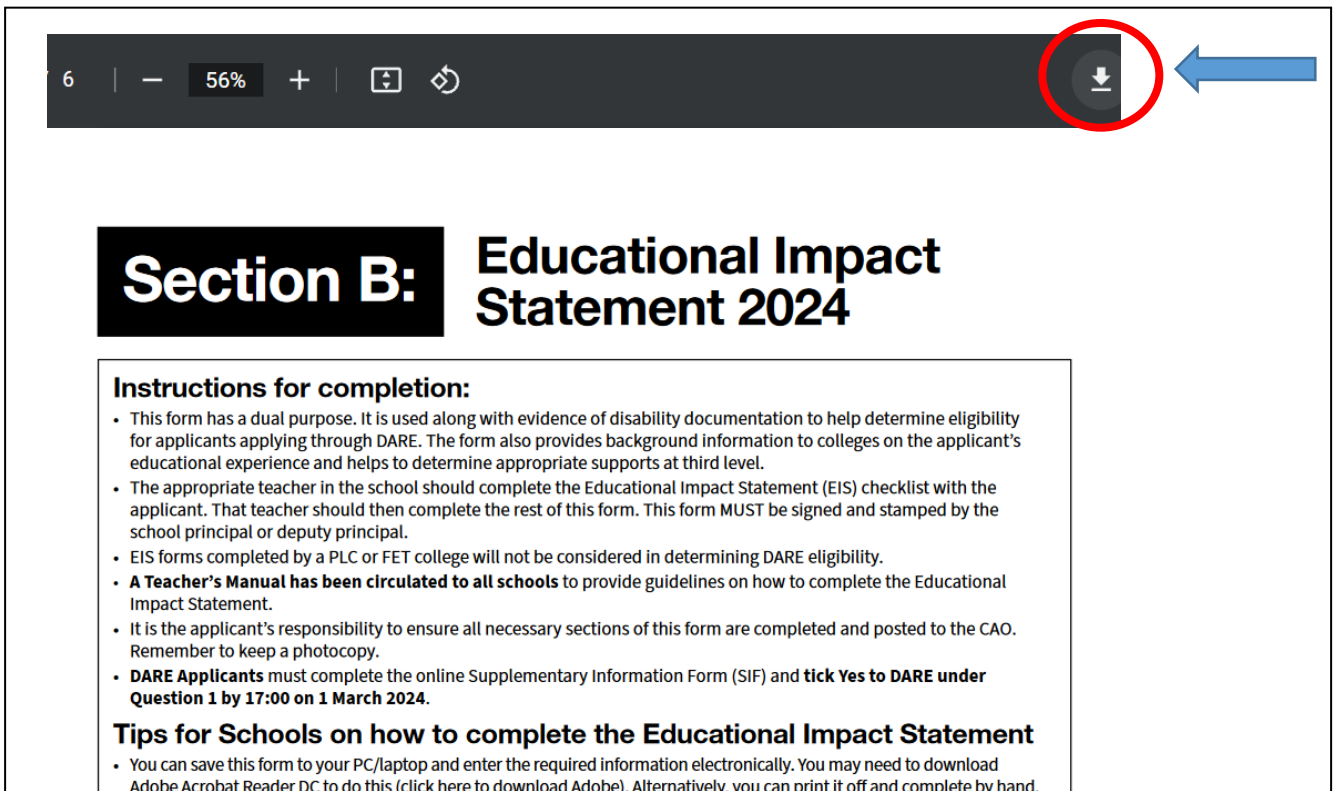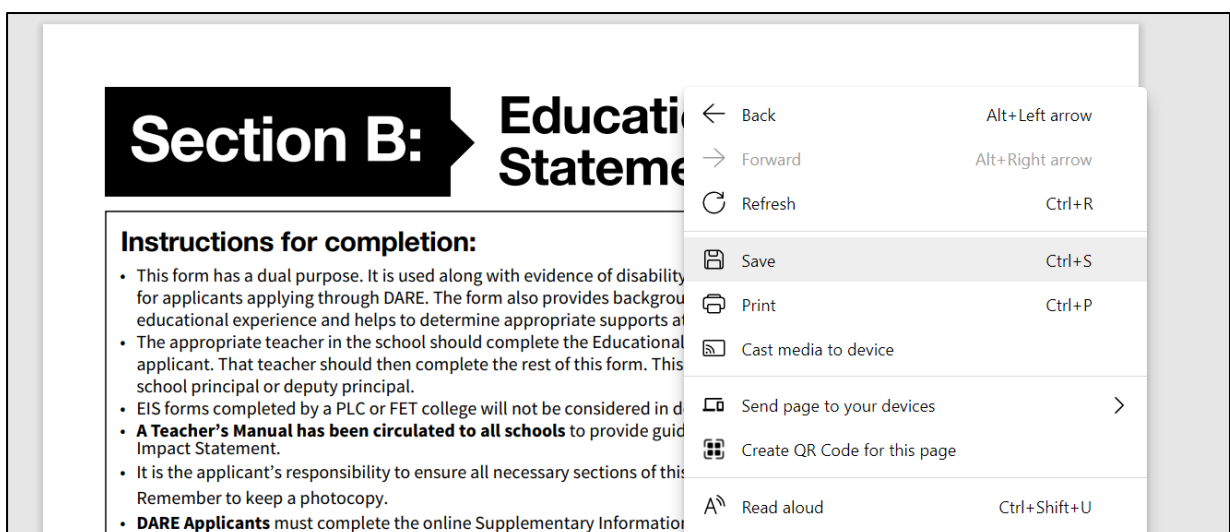Figure 3: Google Chrome: Downloading the EIS to a folder on your PC/ laptop

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

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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_24123456_Version 1", "Joe Bloggs_24123456_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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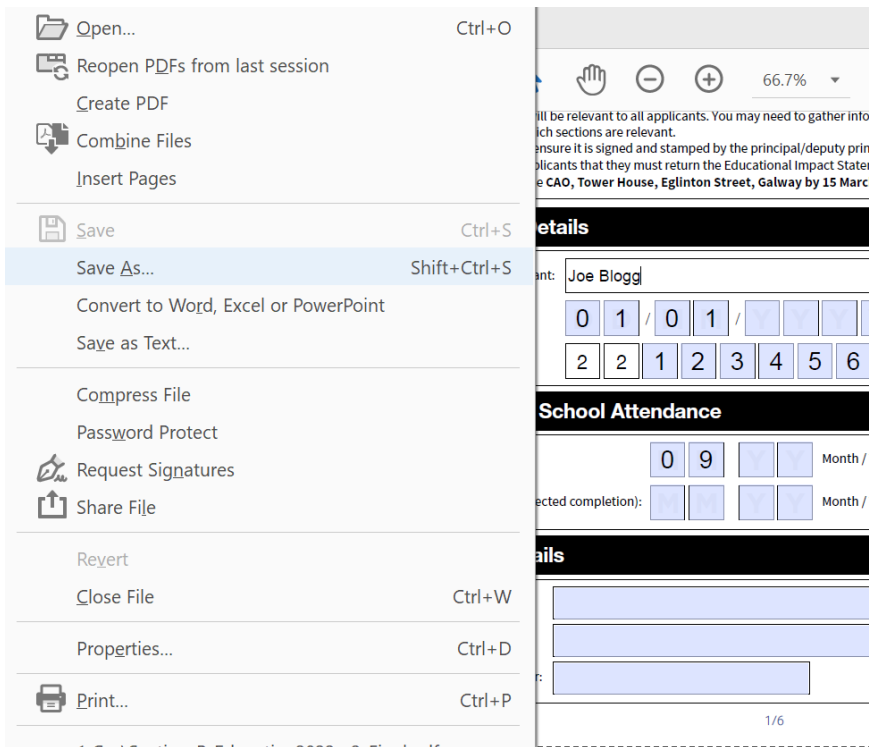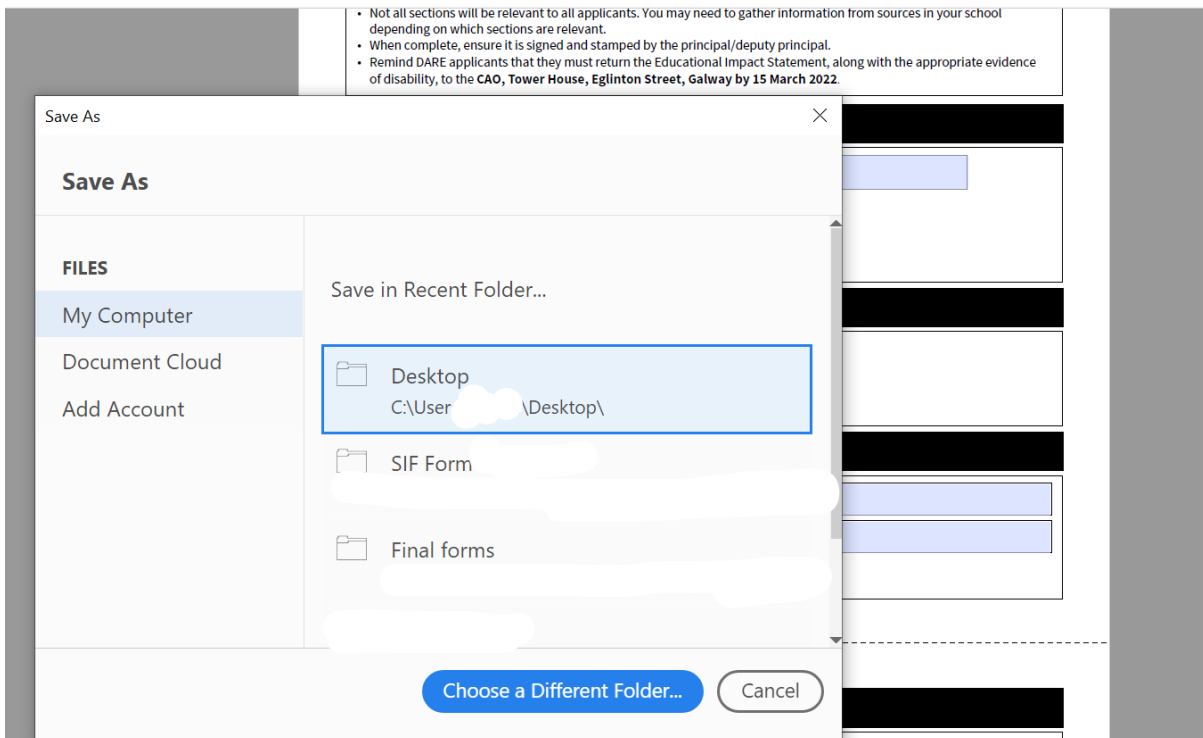
Figure 5: Saving initial changes to the EIS

Figure 6: Saving further changes to the EIS

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Figure 7: Prompt to save changes before exiting

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Figure 8: Renaming your document
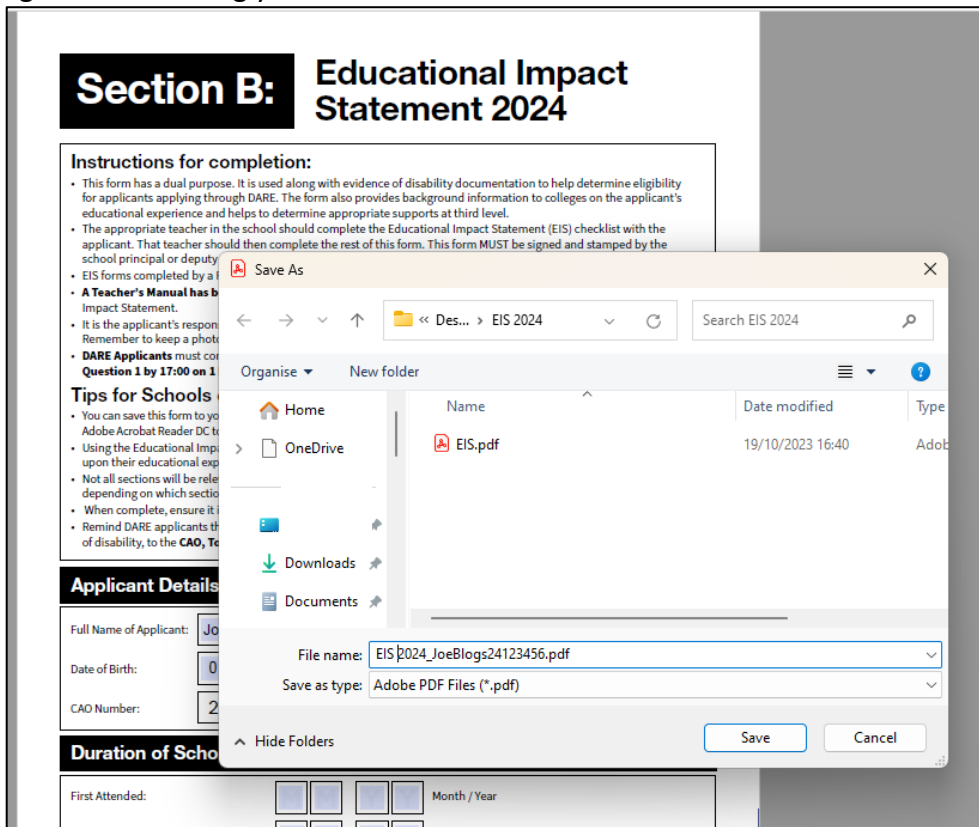
Types of Questions:

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

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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 ⦿   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?   Yes ◯   No ◯

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	☐	☐	☐	☐	☑	☑
Resource Hours	☐	☐	☐	☐	☐	☐
Special Needs Assistant	☐	☐	☐	☐	☐	☐
Visiting Teacher Service	☐	☐	☐	☐	☐	☐
Assistive Technology	☑	☑	☑	☑	☑	☑
Care Support Team	☐	☐	☐	☐	☐	☐
Home Tuition Hours	☐	☐	☐	☐	☐	☐
Ed. Welfare Officer Support	☐	☐	☐	☐	☐	☐
Behavioural Support Class (NBSS)	☐	☐	☐	☐	☐	☐
ASD Class	☐	☐	☐	☐	☐	☐
Other:	☐	☐	☐	☐	☐	☐