

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 **17:15 on 15 March 2021**.

Saving the Educational Impact Statement:

1. Go to <http://accesscollege.ie/wp-content/uploads/2020/10/Section-B-Educational-Impact-Statement-2021-v1.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

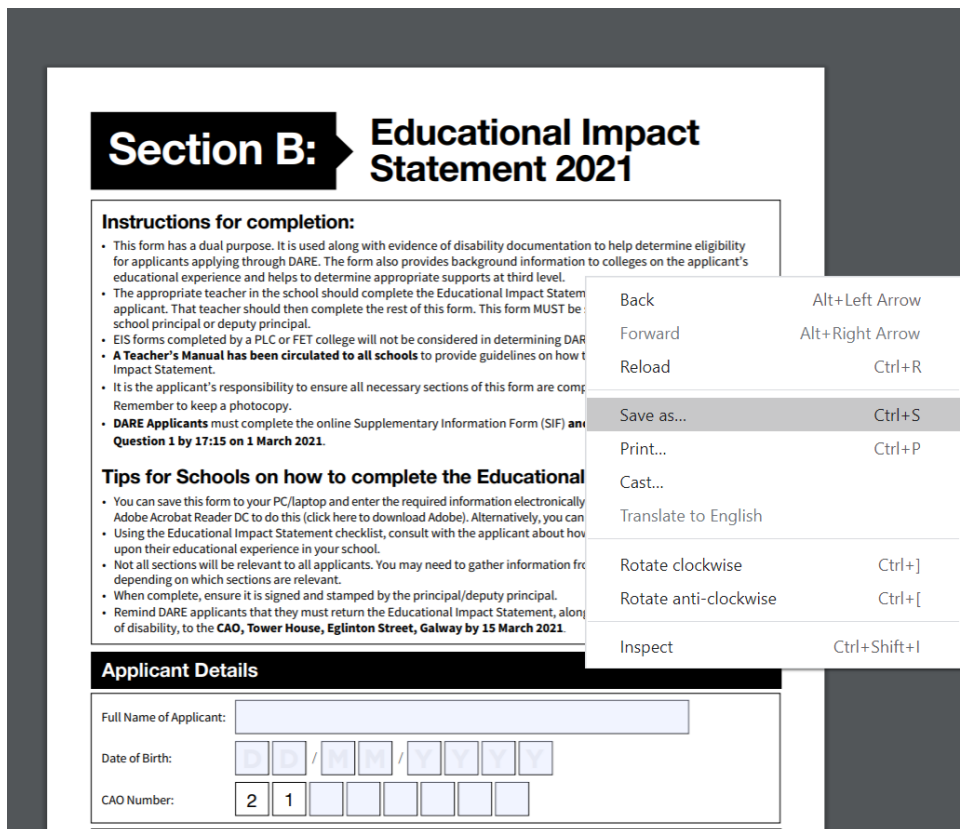
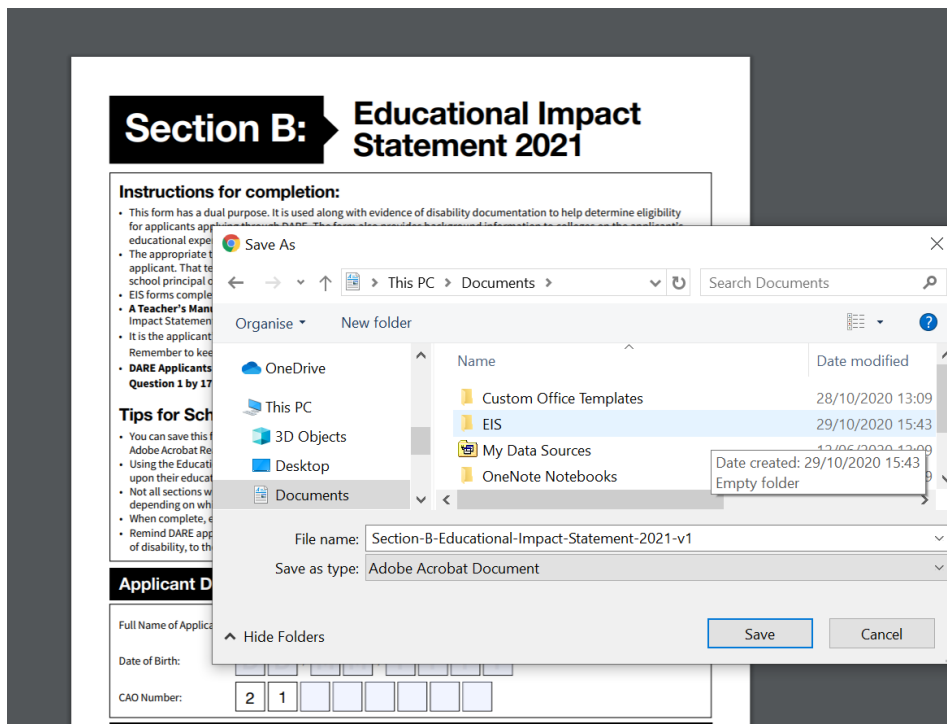


Figure 2: Saving the EIS to a folder on your PC/ laptop



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

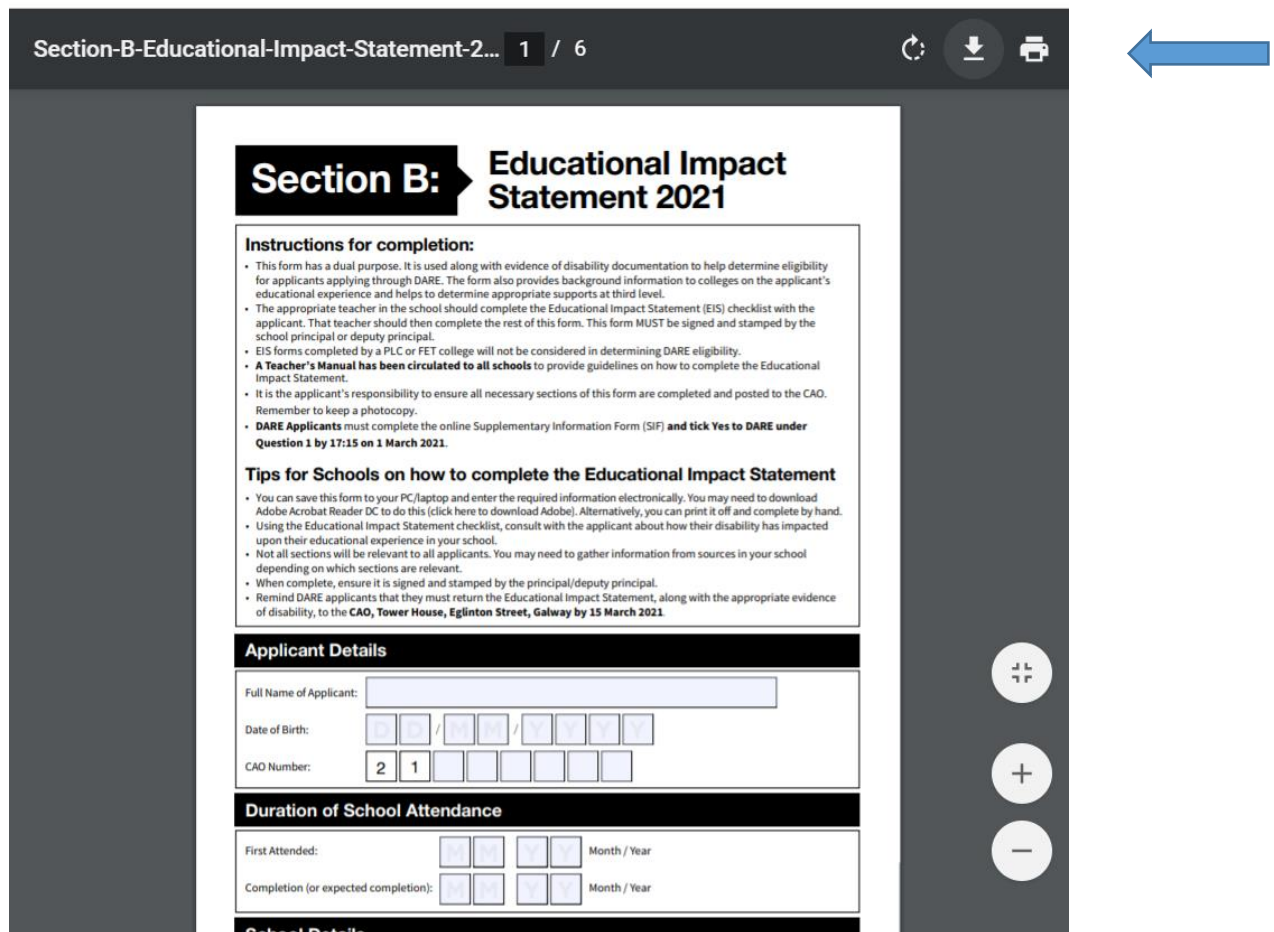
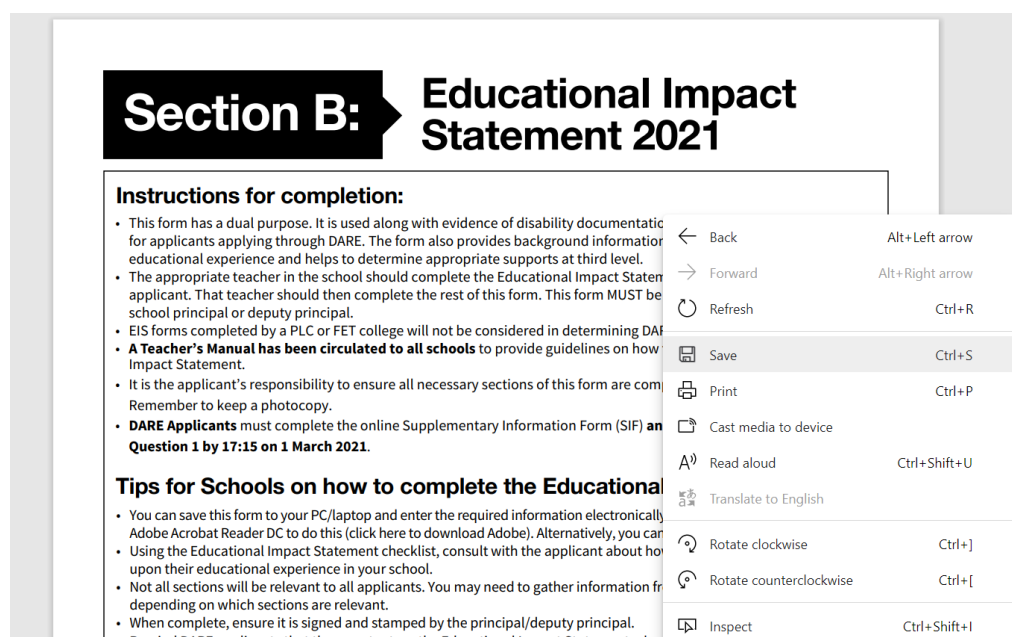


Figure 4: Internet Explorer/ Microsoft Edge: Right click on EIS to Save as



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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_21123456_Version 1”, “Joe Bloggs_21123456_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

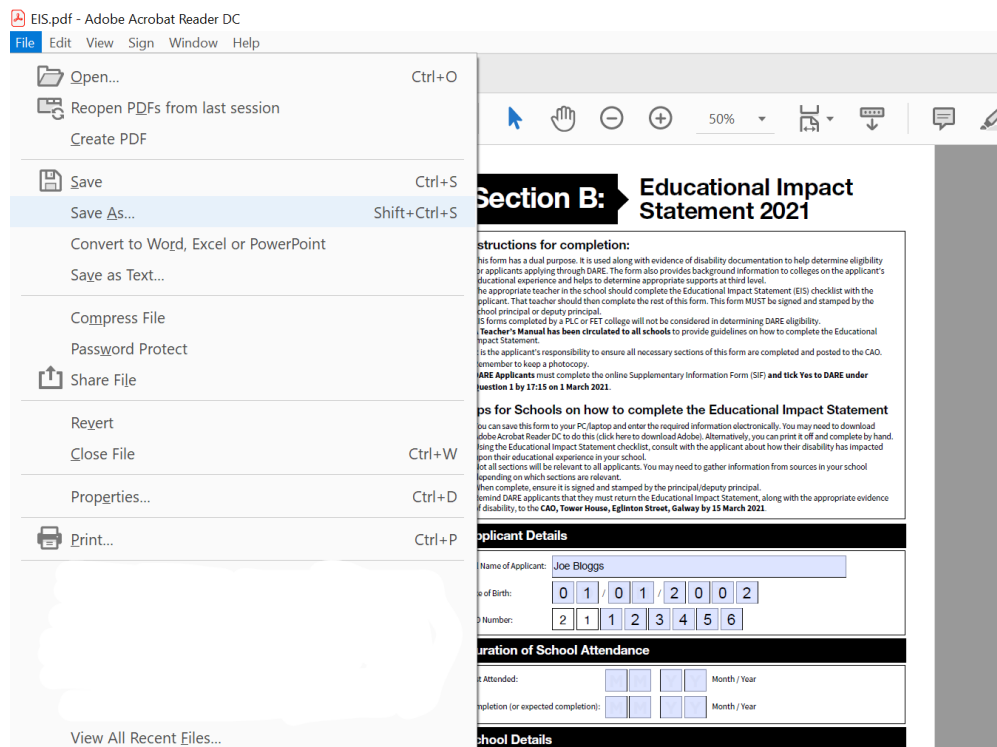
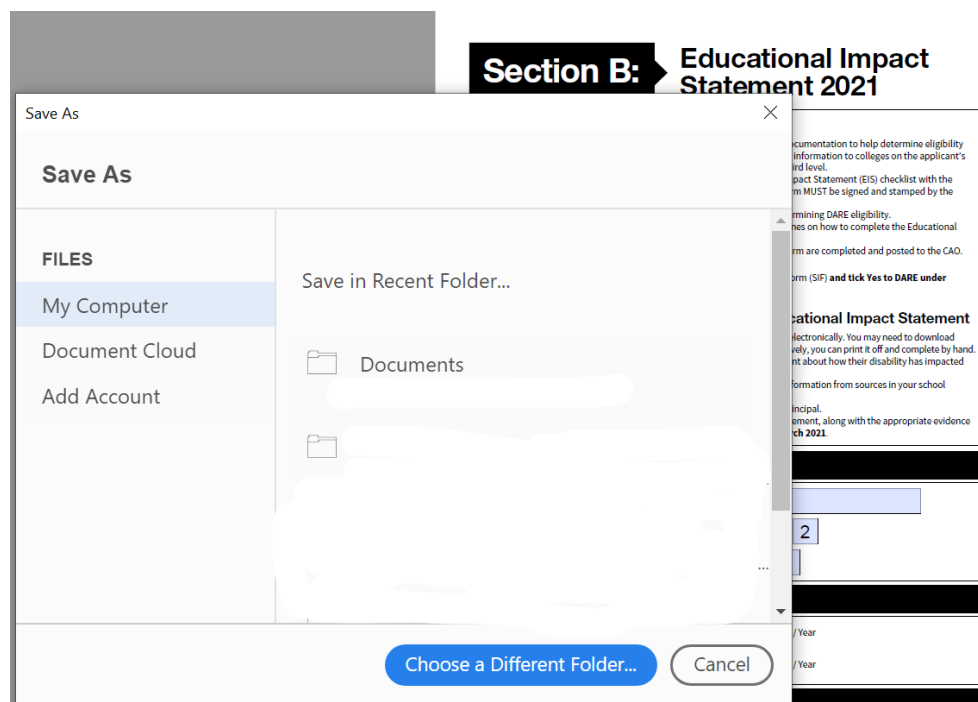


Figure 6: Saving further changes to the EIS



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Figure 7: Prompt to save changes before exiting

The screenshot shows the 'Section B: Educational Impact Statement 2021' form. A modal dialog box from Adobe Acrobat Reader is overlaid on top, asking 'Do you want to save changes to 'EIS.pdf' before closing?'. The dialog has 'Yes', 'No', and 'Cancel' buttons. The form in the background includes sections for 'Instructions for completion', 'Tips for Schools on how to complete the form', 'Applicant Details' (with fields for Full Name, Date of Birth, and CAO Number), 'Duration of School Attendance' (with fields for First Attended and Completion), and 'School Details' (with fields for School Name and School Address).

Figure 8: Renaming your document

The screenshot shows the same 'Section B: Educational Impact Statement 2021' form. A 'Save As' dialog box is open, showing the file path 'This PC > Documents > EIS'. The 'File name' field contains 'EIS_Joe Blogs 21123456' and the 'Save as type' is set to 'Adobe Acrobat Document'. The dialog has 'Save' and 'Cancel' buttons. The form in the background is partially visible, showing the same sections as in Figure 7.

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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:	<div><div></div><div>Blind/ Vision Impaired</div><div>Deaf/ Hard of Hearing</div><div>Developmental Co-ordination Disorder (DCD) – Dyspraxia</div><div>Mental Health Condition</div><div>Neurological Condition (including Brain Injury and Epilepsy)</div><div>Physical Disability</div><div>Significant Ongoing Illness</div><div>Specific Learning Difficulty (including Dyslexia & Dyscalculia)</div><div>Speech and Language Communication Disorder</div></div>
Are there any other co-existing conditions?	
The information provided by the applicant is relevant to all applicable DARE educational impact criteria.	
EIS Checklist	

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 type="radio"/> No <input type="radio"/>
4. It has impacted on my school exam results and learning.	Yes <input type="radio"/> No <input type="radio"/>
5. I have experienced other educational impact not listed above.	Yes <input type="radio"/> No <input type="radio"/>
6. I have a Specific Learning Difficulty and my literacy and/or numeracy abilities have been impacted on.	Yes <input type="radio"/> No <input 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"/>