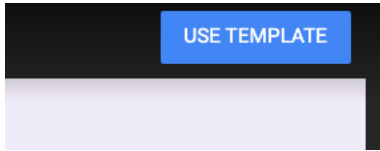


## Directions for Districts

1. Log into your Gmail account using your Gmail credentials.
2. Click on the Google Form template [link](#)
3. Click Use Template in the upper right-hand corner



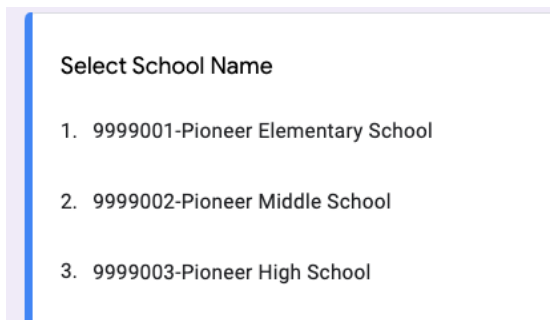
4. Change district name under the title to the name of your district.

# Arkansas Parent-Initiated P-EBT Application

District Name: Pioneer (Test) School District  
LEA#: 9999000

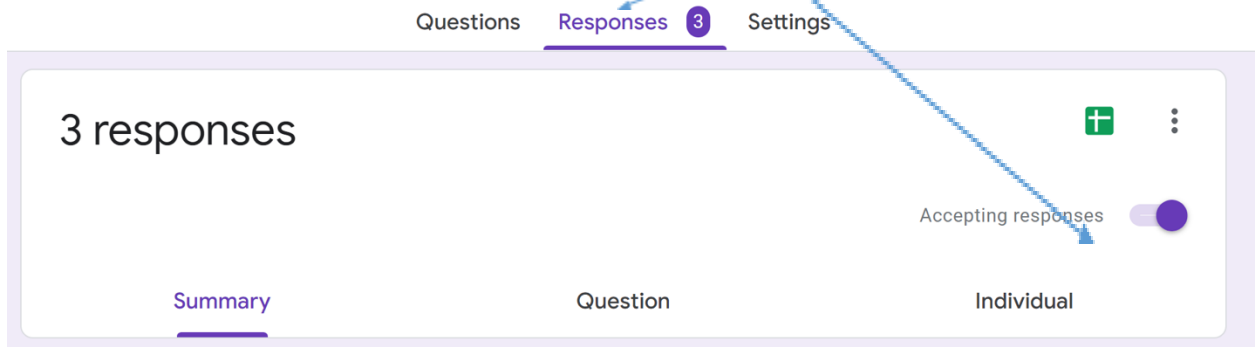
5. Change the name of the school(s) to match schools in your district

*\*\*\*There are two options here. 1) Have one form for each school in your district then compile all forms into one excel at the end. 2) Have one form for the whole district and each school work off the same form. It will be up to the district to decide which option to choose.*

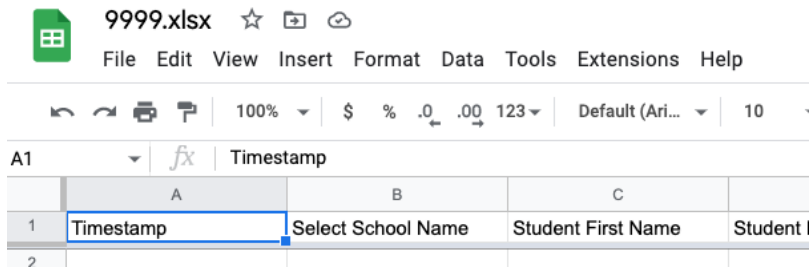
A screenshot of a Google Form dropdown menu. The title is "Select School Name". The menu is open, showing three options:

1. 9999001-Pioneer Elementary School
2. 9999002-Pioneer Middle School
3. 9999003-Pioneer High School

- Export to Excel Sheet: To export the responses to a spreadsheet, please click the excel icon under 'Responses'



- Please make sure to rename the excel in the format of "First 4 digits LEA"  
Example: 9999



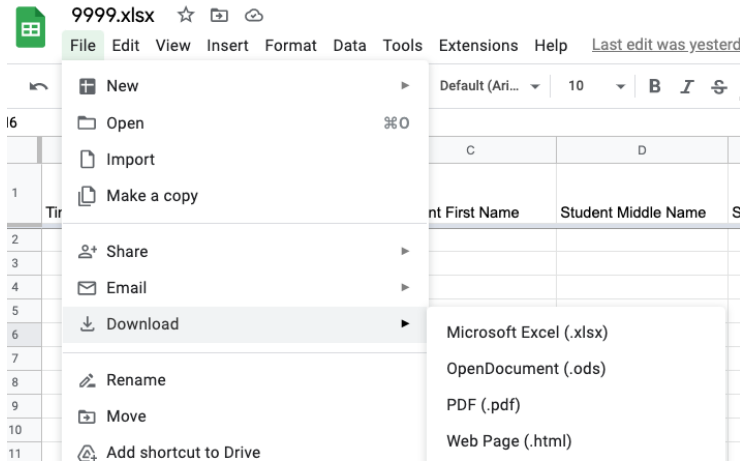
- Distribute the form to parents for completion by stated deadline.
- Add the following as data columns in the excel sheet with a blue background color  
Enter the data: Columns L thru R for each of the record

- **Column L:** Total number of days student is eligible for benefits
- **Column M:** If the student qualifies for free/reduced-price meals: (Yes/No)
- **Column N:** Student ID Number (10 digits)
- **Column O:** Free/Reduced Eligibility Start Date (MM/DD/YY)
- **Column P:** District Employee Name
- **Column Q:** District Employee Job Title
- **Column R:** Has been reviewed by school/district (Yes/No)

J	K	L	M	N	O	P	Q	R
Parent/Guardian Email	Parent/Guardian Telephone/Mobile #	Total Number of days student is eligible for benefits	If the student qualifies for free/reduced-price meals (Yes/No)	Student ID Number (10 digits)	Free/Reduced Eligibility Start Date (MM/DD/YY)	District Employee Name who Reviewed Data	District Employee Job Title	Is Reviewed (Yes/No)

(Excel sample)

10. Add in all additional information (blue columns) and any information from paper applications, and verify all information listed.
11. Before submitting to DESE CNU, export as an excel file by going to File>Download>Microsoft Excel (.xlsx).



12. Ensure that the file is saved as the appropriate file name (XXXX.xlsx) and that all headings match the [template](#).
13. After reviewing and compiling the school-level responses, districts must submit one excel sheet to DESE CNU by emailing to [ARParent.PEBT@ade.arkansas.gov](mailto:ARParent.PEBT@ade.arkansas.gov), please include the first 4 digits of the LEA # in the Email subject.