DARE 2021: Change to Section B Educational Impact Statement (EIS): School stamp and Signature

As schools remain closed due to COVID-19, some applicants and their schools are experiencing difficulties in completing parts of **Section B Educational Impact Statement** of their DARE application in time for the 15 March deadline.

In order to enable applicants to complete their application, DARE will accept an electronic signature from the school principal or deputy principal and an electronic stamp on the Educational Impact Statement (EIS).

The electronic signature must be a scanned digital copy of the principal's/deputy principal's actual signature. A typed signature is not acceptable. The electronic signature and electronic stamp must be clear, legible and of good quality so it can be verified during DARE assessment.

All Educational Impact Statements will be subject to verification directly with the school where necessary.

The Educational Impact statement (Sections 1-6) can be completed digitally on the pdf. It is the responsibility of the applicant to ensure that the final completed Educational Impact Statement is posted to CAO to arrive by **15 March 2021**.

Important Instructions
- **When submitting the Educational Impact Statement**, the applicant and parent/ guardian (if the applicant is under 18 on 1 January 2021) should have signed the form to indicate they are satisfied that the content is accurate and complete.
- The form MUST be signed (either digitally or physically by the school principal or deputy school principal and contain the school stamp. The school stamp can be a physical stamp or electronic version of the school stamp).
- Applicants are not permitted to alter or in any way adjust the responses on the EIS after it has been signed off by the principal/ deputy principal. During the DARE assessment process, where there is doubt over the authenticity of an EIS, DARE assessors may contact schools to verify the information submitted. Applicants found to have altered the EIS may be deemed ineligible.

NOTE: These changes relate to applications to DARE for entry into Higher Education in 2021 ONLY. Unless specified, document requirements in the future will revert to those previously listed.

Further instructions on how to download and complete the EIS is available at http://www2.cao.ie/downloads/documents/2021/EIS_help.pdf

You can save this form to your PC/laptop and enter the required information electronically. You may need to download Adobe Reader XI or Adobe Reader DC to do this. This is available at https://get.adobe.com/reader/

Instructions for entering electronic signatures/ stamps on Section B Educational Impact Statement (EIS)

Electronics signatures and stamps can be entered into Section B Educational Impact Statement in two ways:

A. The school can **copy and paste a signature and stamp** into the PDF form depending on the version of PDF reader used.

   OR

B. The school can enter a signature stamp digitally using the signature function on the PDF form (instructions on how to proceed with this method are outlined below)

1. **Scroll to signature section of the EIS.**

This form was completed by (type/print name):	

Guidance Counsellor ◯   Learning Support Teacher ◯   Visiting Teacher ◯
Year Head ◯   Principal ◯   Deputy Principal ◯

We the undersigned agree that, to the best of our knowledge, all the information provided on this form is true, correct and complete.

Signature of Applicant

Signature of Parent/Guardian
(if applicant is under the age of 18 on 1 February 2020)

Print name of Principal/Deputy Principal

School stamp

Signature of Principal/Deputy Principal

Date: D D / M M / Y Y Y Y

2. Click on **Signature of Principal/Deputy Principal.** The following box will appear. Select option to **Create a new Digital ID** and click **Continue**.
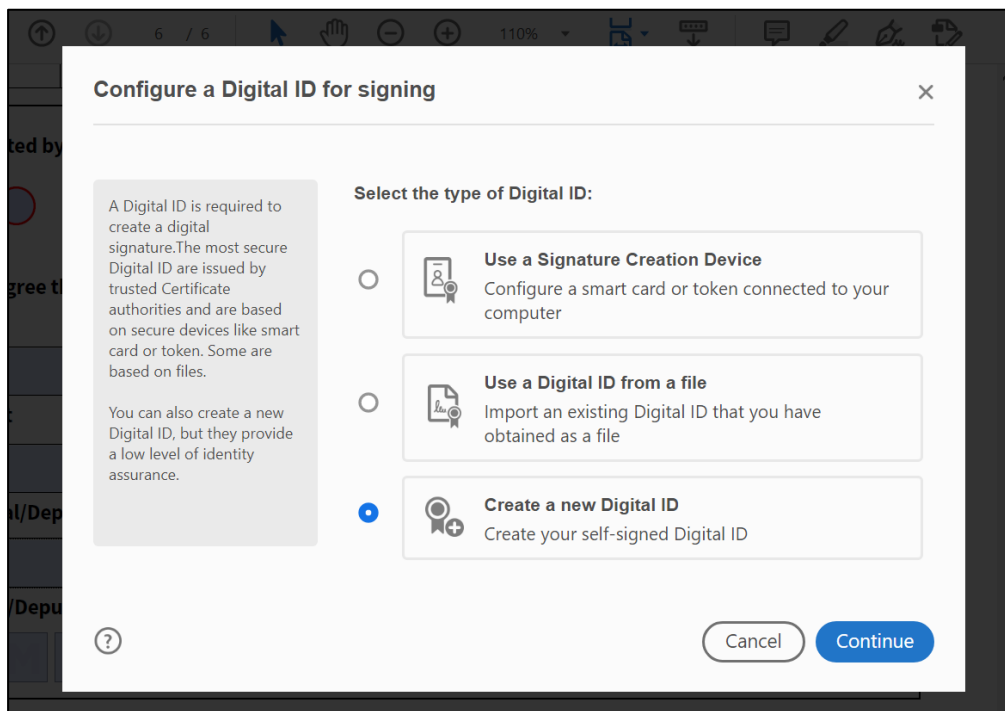
3. Select **Save to File.**
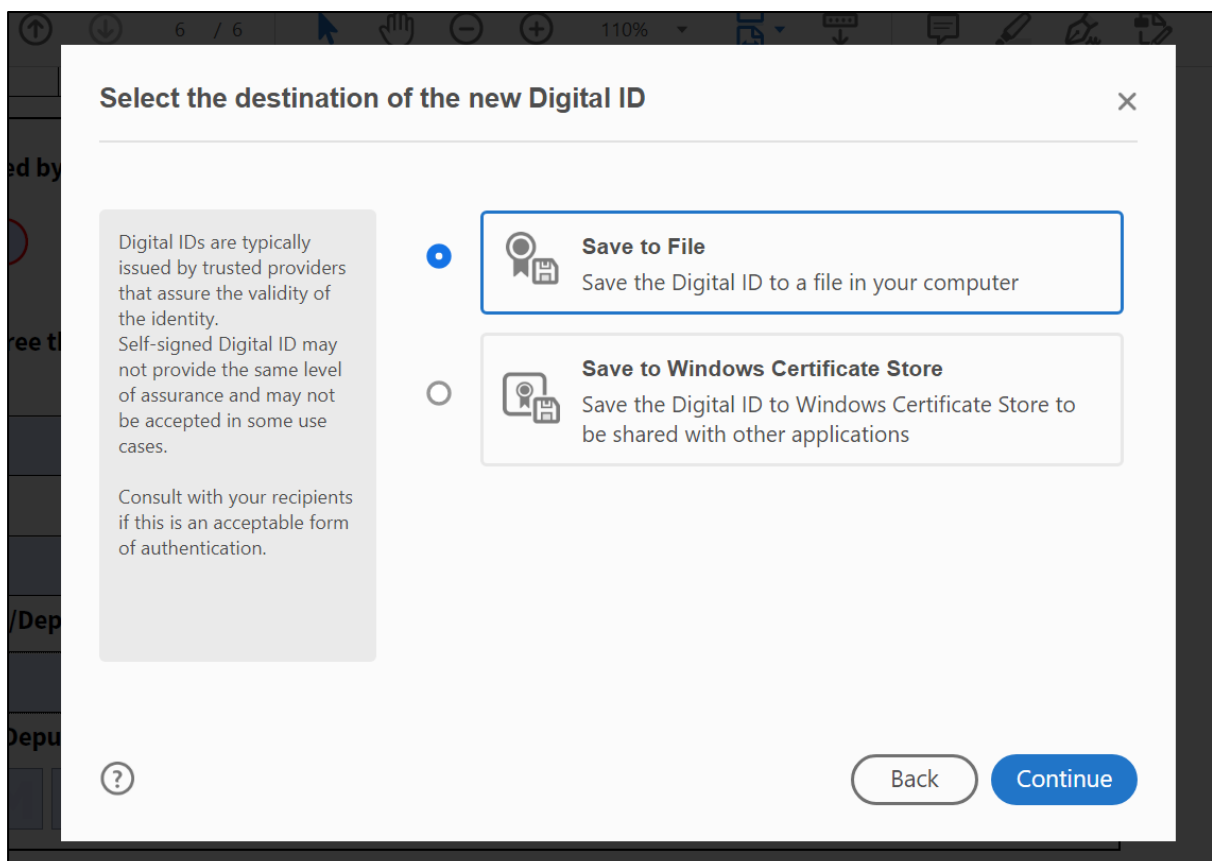
4. Complete fields (Name and Email Address) in red below and click **Continue.**
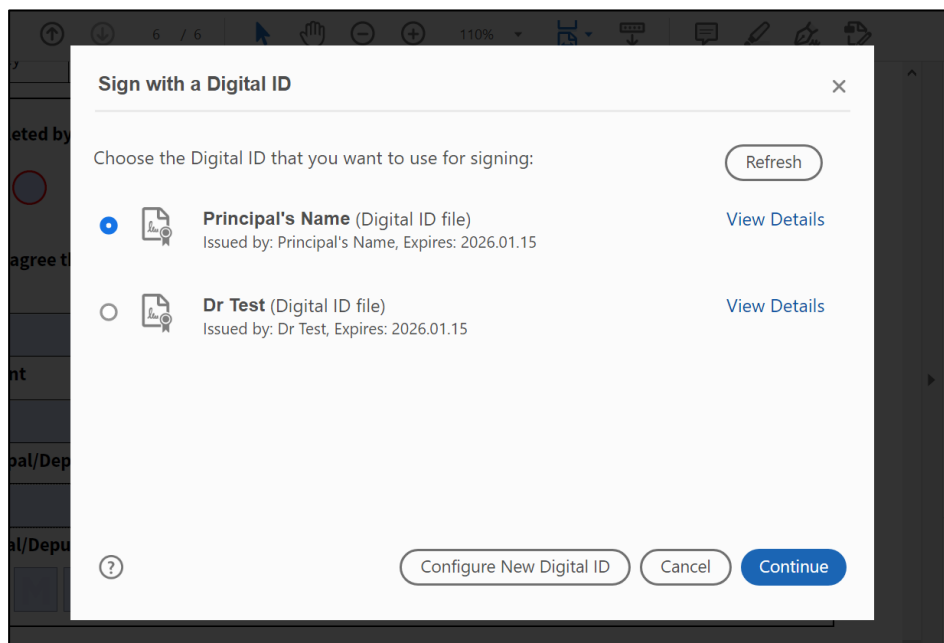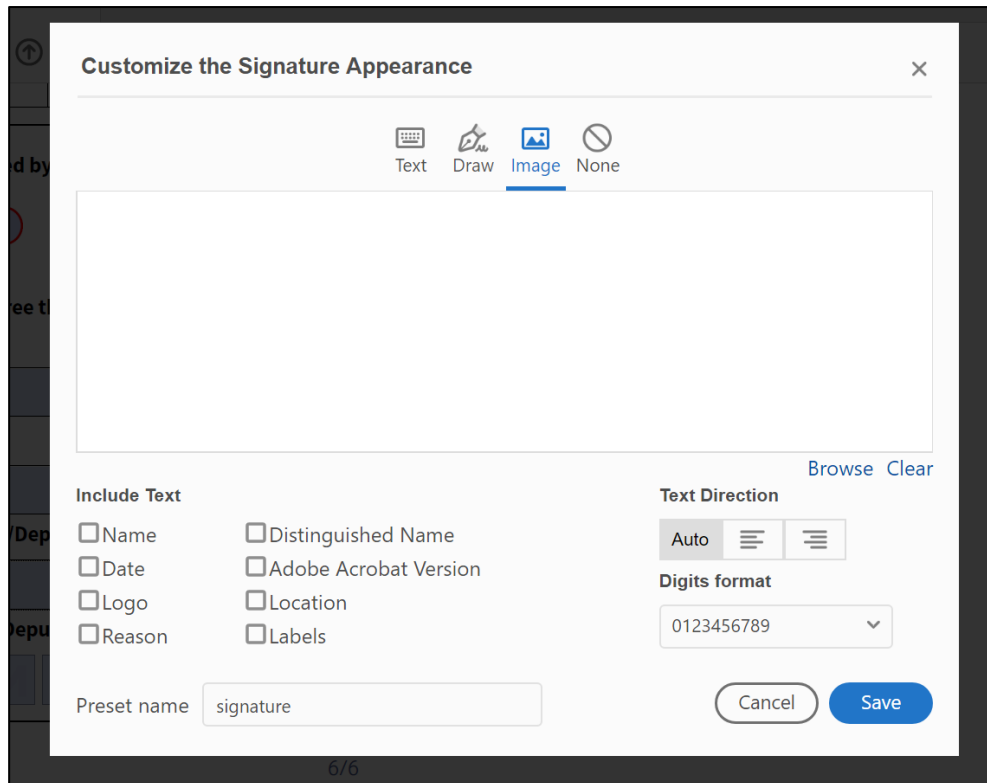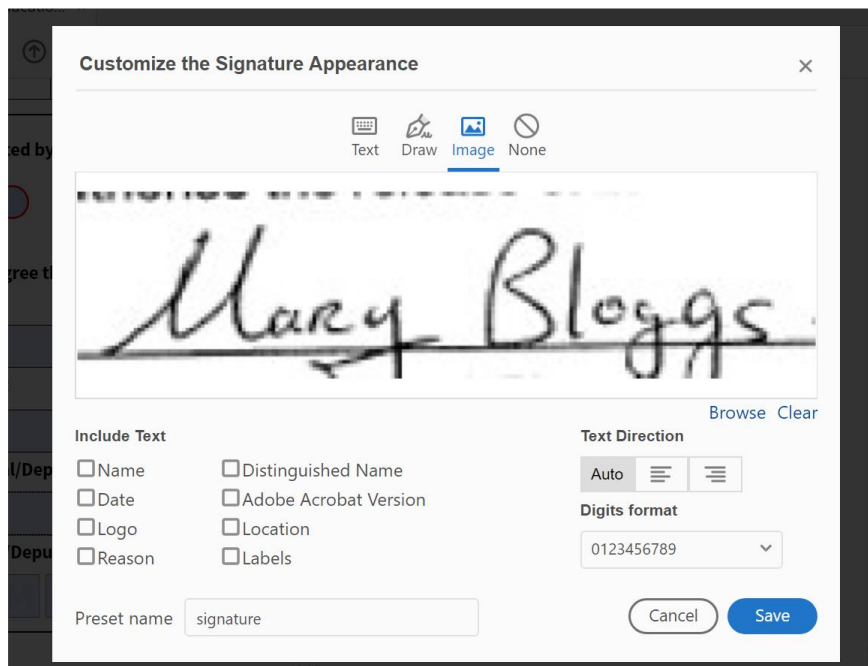

5. Create a password for the Digital ID/Signature.

6. Click **Save**.
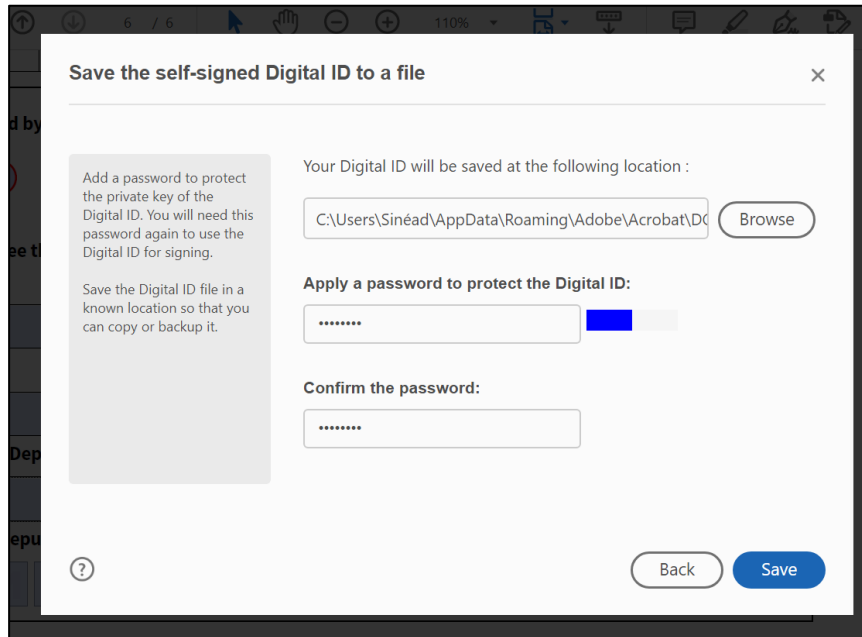
7. Choose **Digital ID** for signing and click **Continue**.

8. Select **Image** logo and click on **Browse. (Using the browse option, select the folder where the Digital ID/Signature is saved. Select the file)**

9. If you have a jpg picture file of the signature, save to pdf format(right click on file and save as pdf or convert to pdf). You can then click on the file and insert to the EIS.

10. You will need to enter the password again for verification purposes.
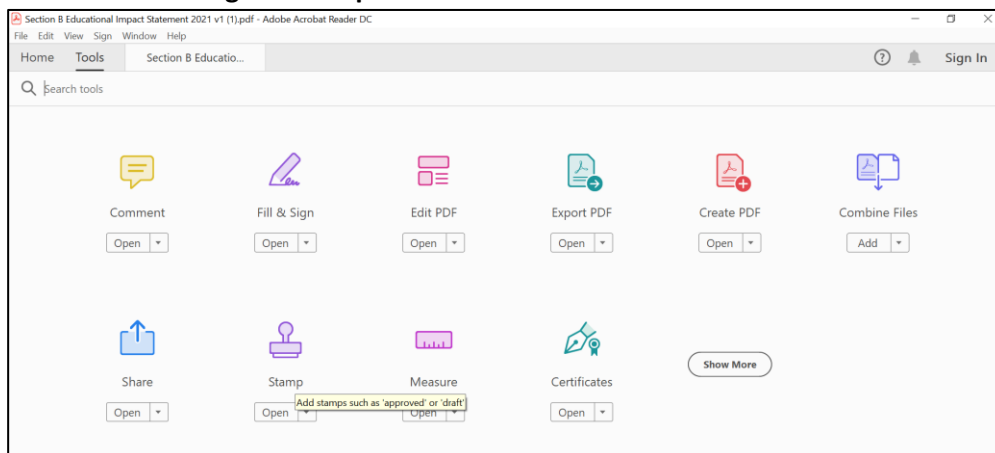

11. **Click sign and save EIS.**

Instructions on how to insert an electronic stamp on the EIS.

1. **The stamp can be copied and pasted into the EIS document.**

2. **On the right hand menu, select More Tools.**
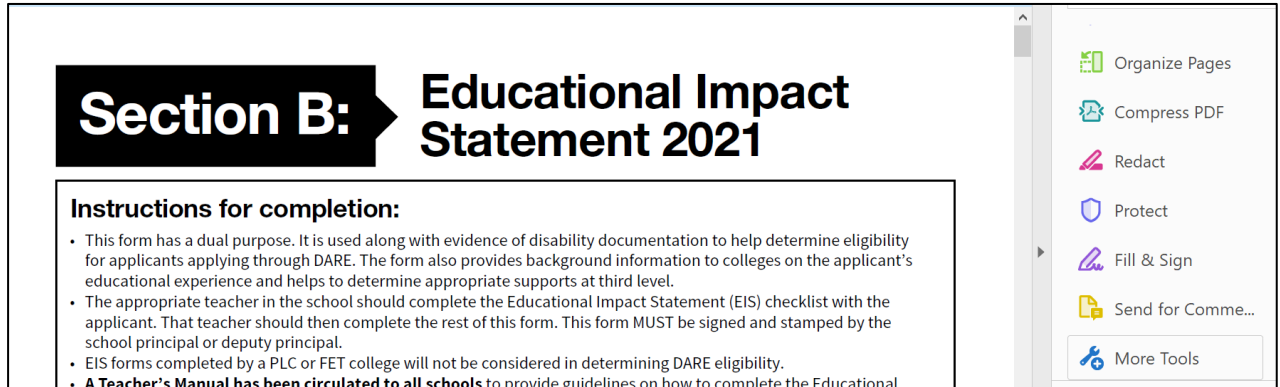
3. **Select the image of Stamp.**

4. **The Stamp image will then appear on the right hand menu. Click on Stamp picture in lower right hand corner. Three Stamp options will then appear at the top of the pdf document.**

5. **Select Stamp option at the top of the screen.**
There are a number of ways to enter a stamp on the form.

6. **When you select Stamp option only, you can copy an image of an existing stamp from clipboard.**

7. **To copy an existing stamp, Open a scanned copy of your school stamp in jpg format. Right click on the image and select Copy.   You can also use the menu option and select Copy.**
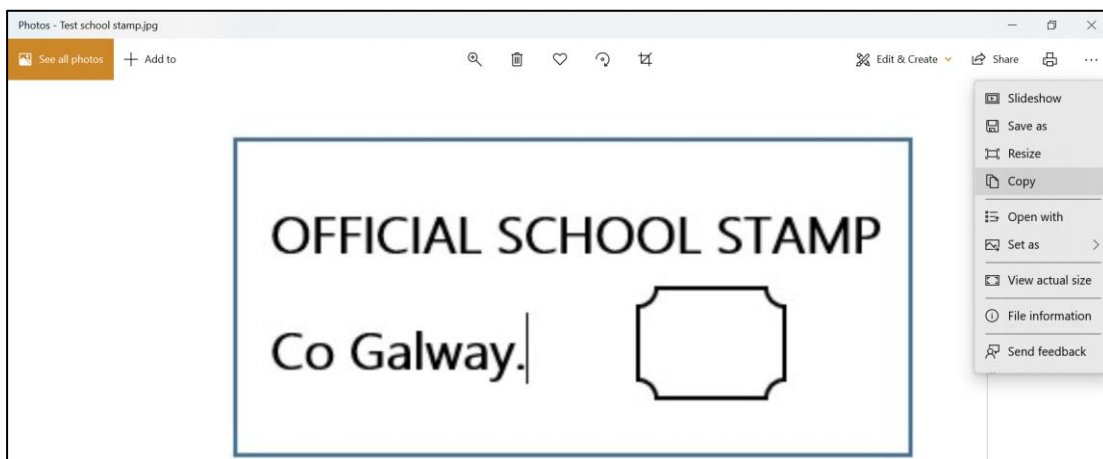
8. **When you click on the option Copy Stamp from Clipboard, an image of a rubber stamp will appear. Click this rubber stamp on the school stamp box. This will then paste an image of the school stamp. You can resize this image by selecting the corner points and reducing size to fit into the box. You can drag the image to the school stamp box.**

This form was completed by (type/print name):

Guidance Counsellor ◯   Learning Support Teacher ◯   Visiting Teacher ◯

Year Head ◯   Principal ◯   Deputy Principal ◯

We the undersigned agree that, to the best of our knowledge, all the information provided on this form is true, correct and complete.

Signature of Applicant

Signature of Parent/Guardian
(if applicant is under the age of 18 on 1 February 2021)

Print name of Principal/Deputy Principal

School stamp

Mary Bloggs

OFFICIAL SCHOOL STAMP
Co Galway.

Signature of Principal/Deputy Principal

Date: D D / M M / Y Y Y Y

6/6

Other stamp options

🕮 Stamp ▾   🕮 Stamps Palette   🕮 Custom Stamps ▾

ase fill out the following form. You can save data typed into this form.

s completed by (type/print name):

nsellor ◯   Learning Support Teacher ◯   Visiting Teacher ◯

Using the **Stamps Palette** Option you can also create a digital school stamp from an existing PDF document. In this case, the image of the stamp must be saved as a pdf.

9.   **Click on Stamps Palette and Click Import.**

Stamp ▾   Stamps Palette   Custom Stamps ▾

nd all signatures are valid. Please fill out the following form. You can save data typed into this form.

We ... ledge, all the information p
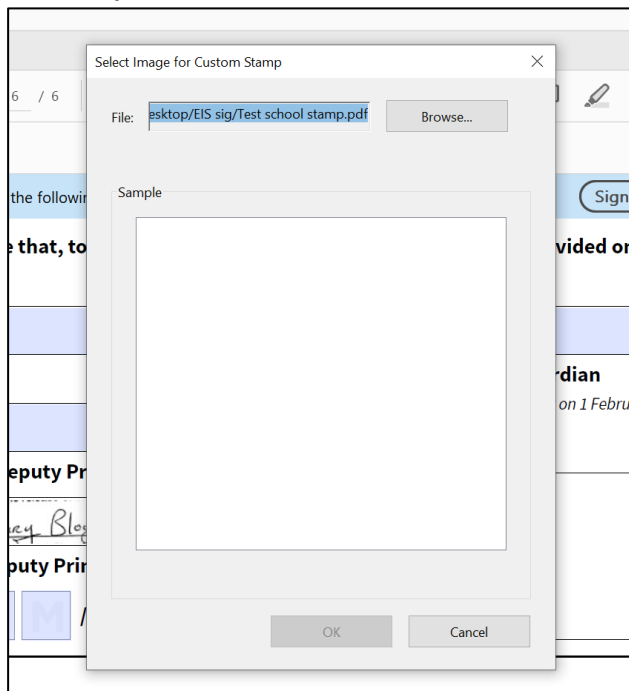an

Stamps ✕

School Stamp   Import...

OFFICIAL SCHOOL STAMP
Co Galway. ◯

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Signature of Parent/G
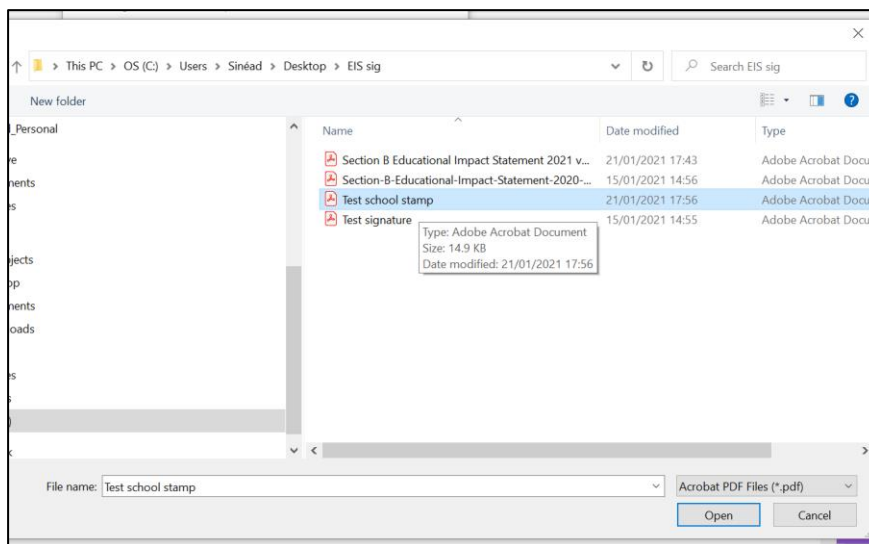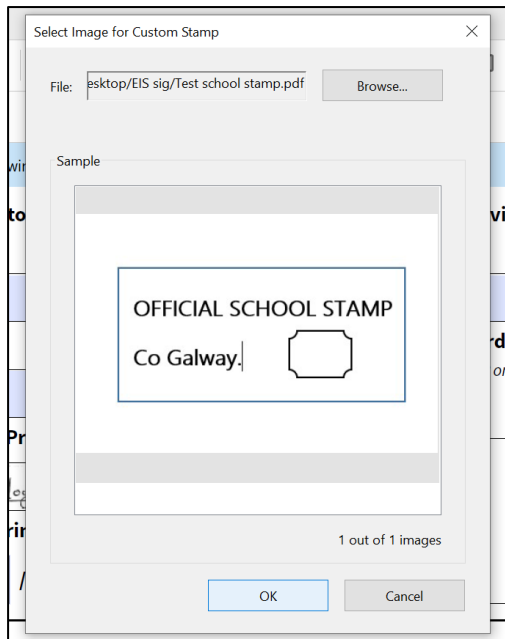*(if applicant is under the age o*

School stamp

6/6

10. **Select image of stamp. Select Browse and navigate to folder/file where the digital stamp is saved.**
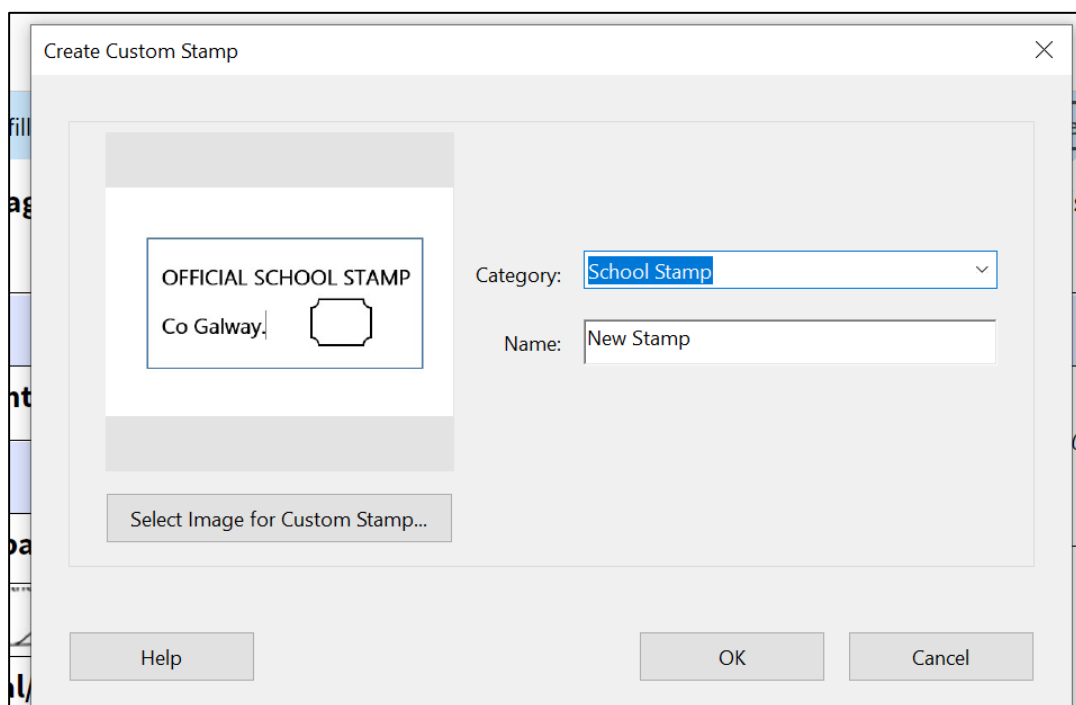

11. **Select the file – School stamp. The stamp image must be saved in PDF format to use this option (You can right click file and save as PDF).**
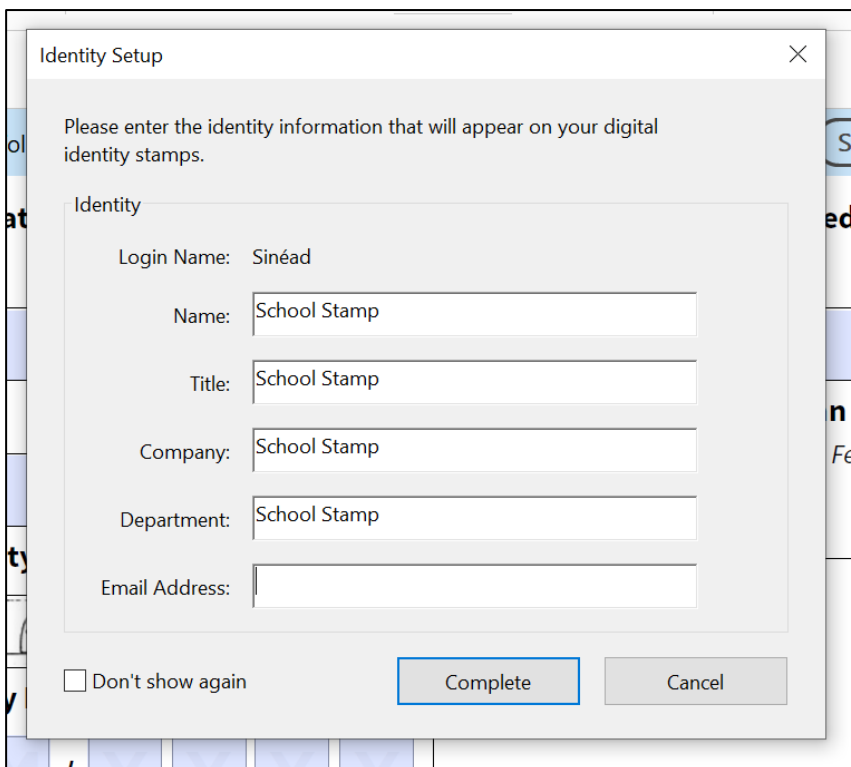

12. **Select School Stamp and Click Open.**

Select Image for Custom Stamp

File: esktop/EIS sig/Test school stamp.pdf   Browse...

Sample

OFFICIAL SCHOOL STAMP

Co Galway.

1 out of 1 images

OK   Cancel

13. Select OK

Create Custom Stamp

OFFICIAL SCHOOL STAMP

Co Galway.

Category: School Stamp

Name: New Stamp

Select Image for Custom Stamp...

Help   OK   Cancel

14. Name school stamp and click ok.
Complete required information below.
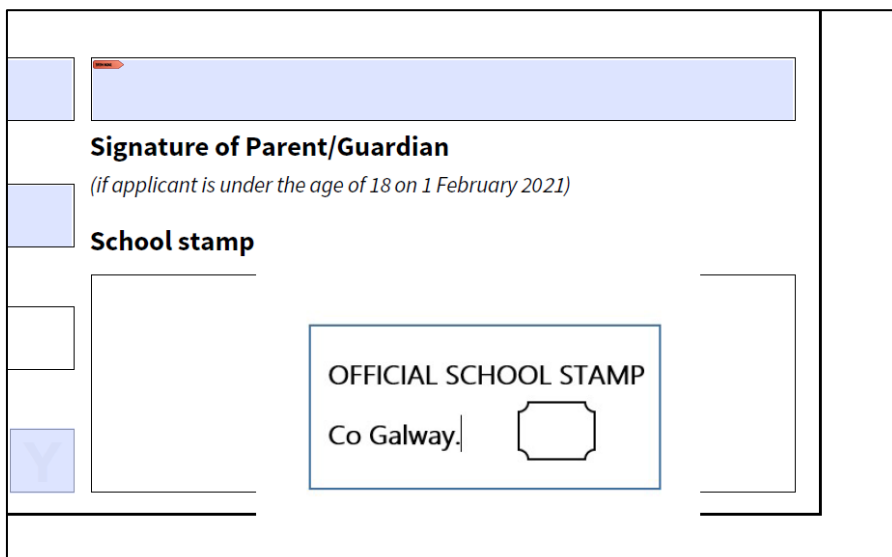
15. **This will place your stamp in the EIS document. You can resize the stamp to fit box and drag the stamp image to the school stamp box.**

Using the **Customs Stamp**, you can also create a new stamp.

Select Customs Stamp – create and follow steps 10-14 above.