



Iowa Schools Instruction Guide for Submission of the Free and Reduced Price Meal Program Request for *hawk-i* Information

About this Guide

This guide will walk you through the necessary steps to E-mail a spreadsheet of households in your district who are participating in the Free and Reduced Price Meal Program. You will be using a secure page on the *hawk-i* program website and clicking on a link on that page which will bring up your e-mail program and allow you to attach and send your completed excel spreadsheet to *hawk-i*.

Minimum Software Requirements

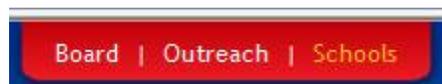
The software to access the Free and Reduced Price Meal web page has been tested with Microsoft Internet Explorer version 5 or greater. Mozilla Firefox will work as well.

1) Access the School Submission Page:

Go to the *hawk-i* homepage by typing <http://www.hawk-i.org/> into your web browser's URL address bar and press enter.



Click on the "Schools" link, which is in red box at the very top of the page:



2) Downloading/Saving the Spreadsheet:

Once on the Iowa School Districts page of the **hawk-i** website you will find a link to the Excel spreadsheet listed in the “Please click **HERE** to save...” sentence. Click on the “**HERE**” to access the spreadsheet.

Iowa School Districts

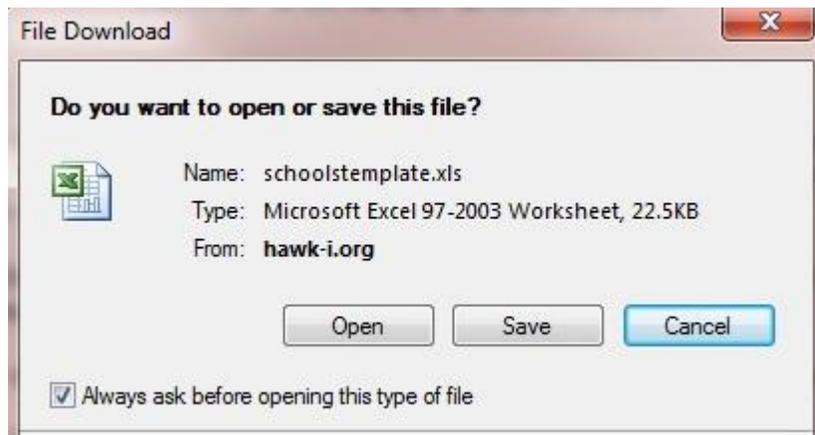
Welcome, this page is for schools to submit information collected on the Free and Reduced Meal Program application. Please submit the names of parents that are interested in receiving information about **hawk-i** health and dental coverage.

Remember in order to comply with Iowa Administrative Code 283A.2, school districts must also report even if your school has no parent names to submit.

The instructions for completing the process of submitting the parents’ names are available **HERE**.

Please click **HERE** to save the Excel spreadsheet to your computer for editing.

After clicking on the link you will be presented with a pop-up window. Click on Save and select a location on your computer to save this file.



Find the spreadsheet that you saved to your computer, open it and fill it out with the parent’s household information. When you are finished, save your file with a name that includes your school district’s names (i.e. Lenox_hawki_names.xls) and return to the Iowa School Districts page on the **hawk-i** website.

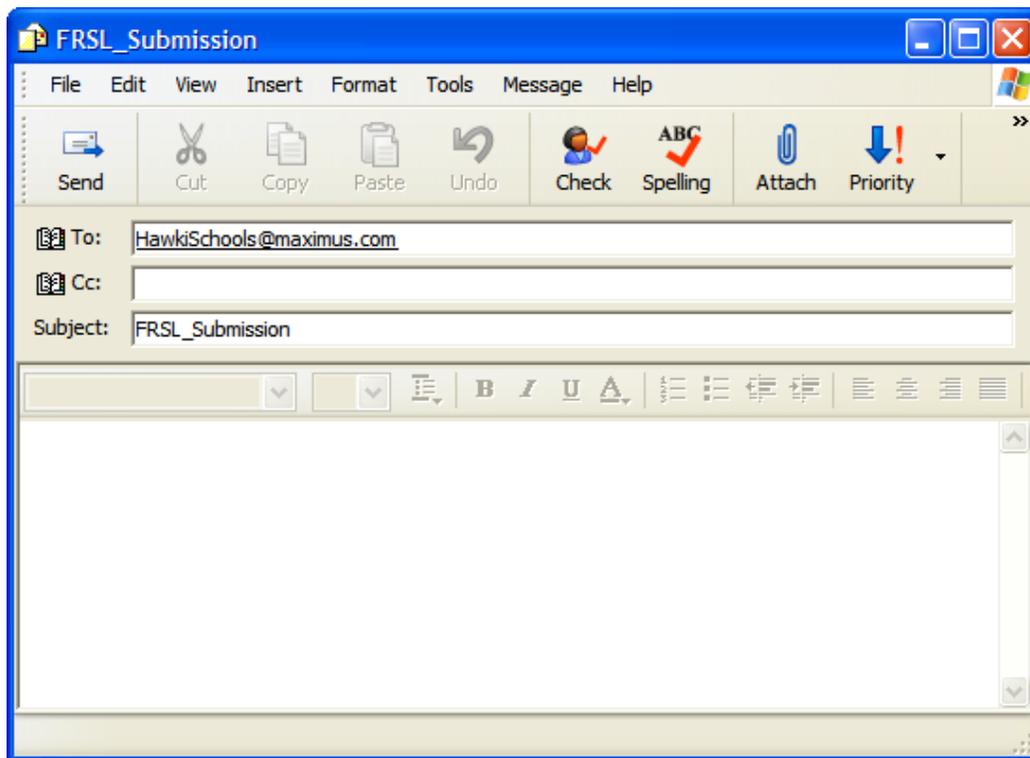
3) Submitting/E-mailing the Spreadsheet:

Now it is time to submit your saved spreadsheet via E-mail. Click on the yellow Submit Via E-mail link indicated near the bottom of the page.

When you have completed the spreadsheet click on the link labeled "Submit Via E-mail" below. This will bring up your E-mail program (i.e. Outlook, Lotus Notes, etc). The E-mail address is already filled in, as well as the subject. **Please attach the Excel spreadsheet** that you have saved and subsequently filled in and write the name of your school and district number in the body of the E-mail. When you are finished, click on "Send".

[Submit Via E-mail](#)

Clicking on the "Submit Via E-mail" link will bring up your default E-mail client - (The example below is Outlook Express.)



The E-mail recipient and subject are already filled in for you. Attach the completed spreadsheet (this is typically done in E-mail programs by clicking on the paper-clip icon and then searching for the file you wish to attach), **type your school name and number in the body of the E-mail** and then click "Send".

After the E-mail has been sent you are done! If there are problems with the spreadsheet that has been submitted, you may receive an E-mail back asking for corrections to be made.

4) Questions

Please send questions about the submission process to HawkiSchools@maximus.com or call *hawk-i* toll-free at **1-800-257-8563**.