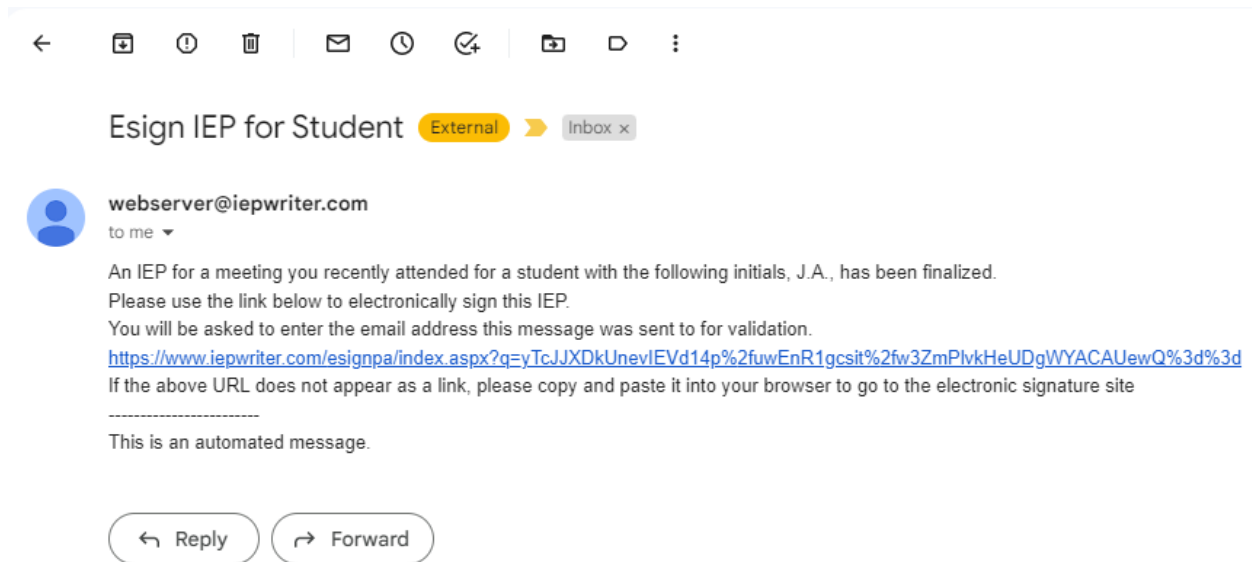**Please follow the instructions/steps below when completing the e-signature.**

Step 1:

Once you receive an email, you will click the hyperlink to electronically sign the document(s).

Step 2:

Enter your email address and click submit.

E-Signature Verification

In order to E-Sign IEP documents, you must first enter your email in which you received the link to this page.

Please enter the email the notice was sent to:

Submit

Step 3:

Click the checkbox below which will act as your electronic signature and click confirm signature. You will have the option to view the procedural safeguards notice and the student's document.

E-Sign your IEP

This site is for you to electronically sign the IEP linked below on this page.

By electronically signing the IEP you are certifying the following:

- You are the person associated with the signature line on the IEP;
- You will not share the signature link with anyone else;
- You agree by using this site to follow these rules and that this is your signature for the IEP and no other signature is required.

Procedural Safeguards Notice

For parents / guardians, by signing this IEP you are also indicating that you have received a copy of the Procedural Safeguards Notice during this school year.

Click here to review the Student's IEP

☐ **Checking this checkbox will act as an electronic signature**

Confirm Signature

Step 4:

This screen will be confirmation that the document has been electronically signed.

IEP has been signed

Thank you for signing the IEP. You may close the page.