Individual Education Plan eSignature Process (Nevada)

Last Modified on 03/11/2024 8:46 am CDT

Setup | Request eSignature | Guardian Review | Complete | Ad Hoc Inquiries

Classic View: Student Information > Special Ed > General > Documents

Search Terms: Special Ed Documents

The Nevada Individual Education Plan can be sent to parents/guardians to electronically sign (eSign) on the Campus Parent Portal. This document provides step-by-step instructions on the eSignature process.

Setup

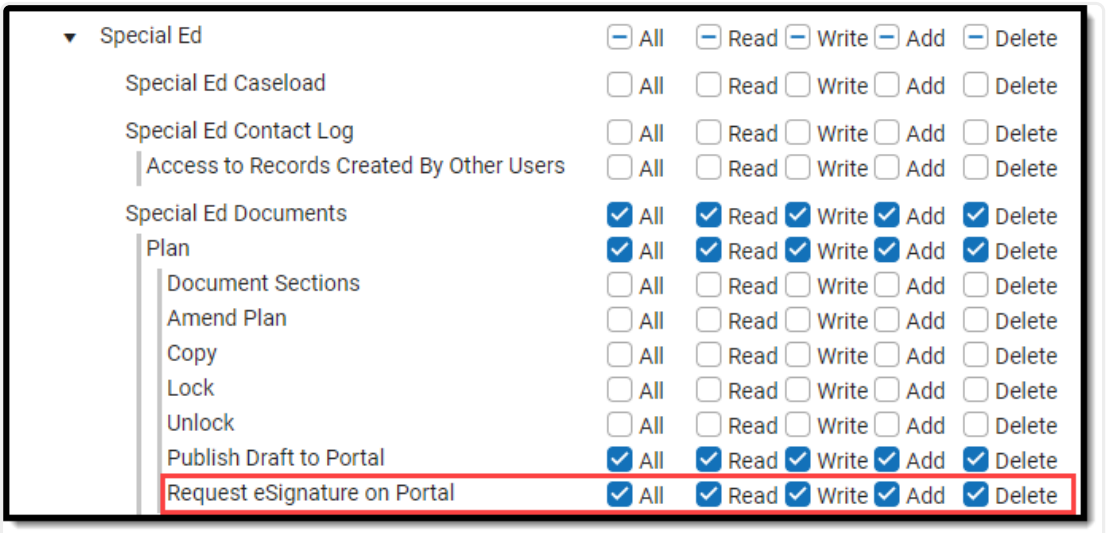
Tool Rights | Set Portal Preferences | Establish Relationships and Portal Accounts | Create and Enter IEP Information

Proper setup is needed in order for the plan to successfully go to the Portal for an eSignature.

Tool Rights

Tool: Tool Rights

Make sure the user requesting the eSignature has the appropriate tool rights to **Request eSignature on Portal** (Student Information > Special Ed > Special Ed Documents > Plan > Request eSignature on Portal). This tool right is either on or off, meaning assigning any of the RWAD rights allows the user to send an eSignature request. For example, marking the Delete checkbox provides the same rights as marking the Read checkbox.



Request eSignature on Portal Tool Right

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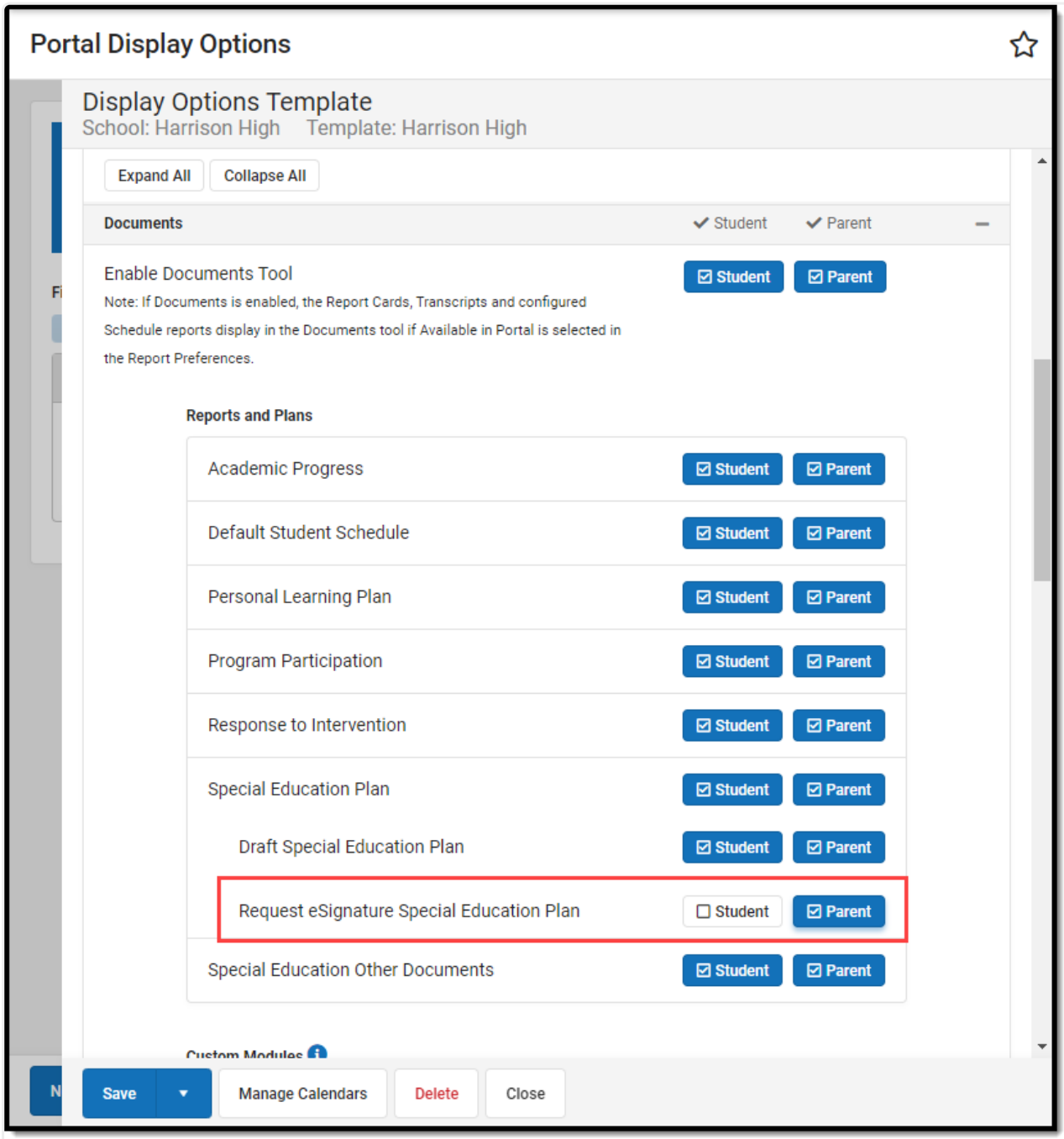
Set Portal Preferences

Tool: Display Options

Mark the Portal Preference Display Option, **Request eSignature Special Education Plan** for Parent (Display Options > Documents > Reports/Plans > Request eSignature Special Education Plan). Marking Student sends the student a read-only copy of the plan.



Request eSignature Special Education Plan Portal Display Option

Establish Relationships and Portal Accounts

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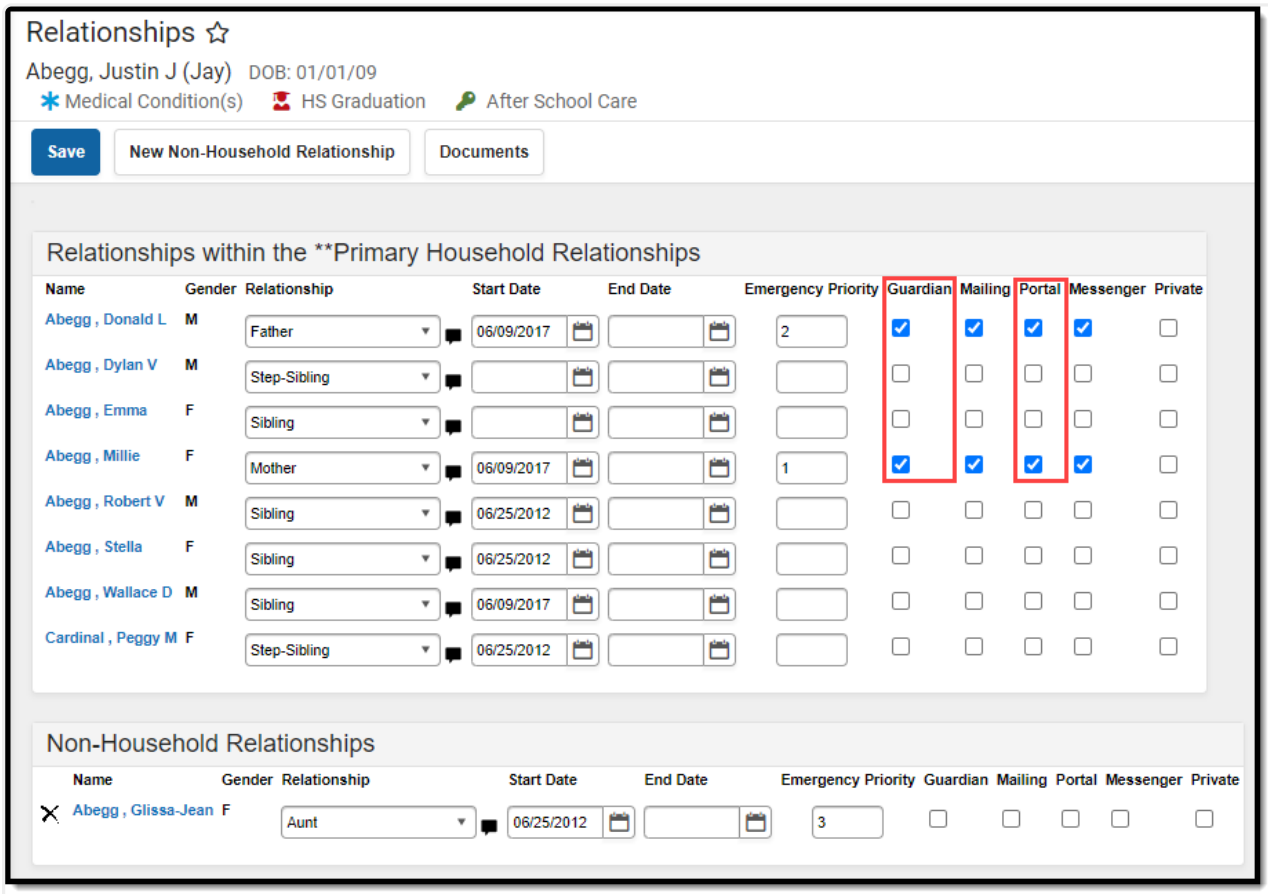
Tool: Relationships

Guardians are eligible to receive an eSignature request when the **Guardian** and **Portal** checkboxes are marked on the student's Relationships tool. The guardian must have logged into the Portal at least once to receive the eSignature request.



Relationships Tool Guardian and Portal Checkboxes

Create and Enter IEP Information

Tool: Special Ed Documents

Complete the plan creation process and fill out the IEP in Campus. Three editors, Procedural Safeguards, IEP Implementation, and Medicaid Consent, require parent/guardian eSignatures and are indicated with an eSign label on the the Editor Home. These editors must be placed in the status **Complete Pending eSignature** or **Not Needed** (Medicaid Consent only) in order to send the plan to the student's parent/guardian. All other editors must be in a **Complete** status.

See the Nevada Department of Education website for additional guidance on the Nevada Special Education process.

See the Nevada Individual Education Plan article for the most updated print format.

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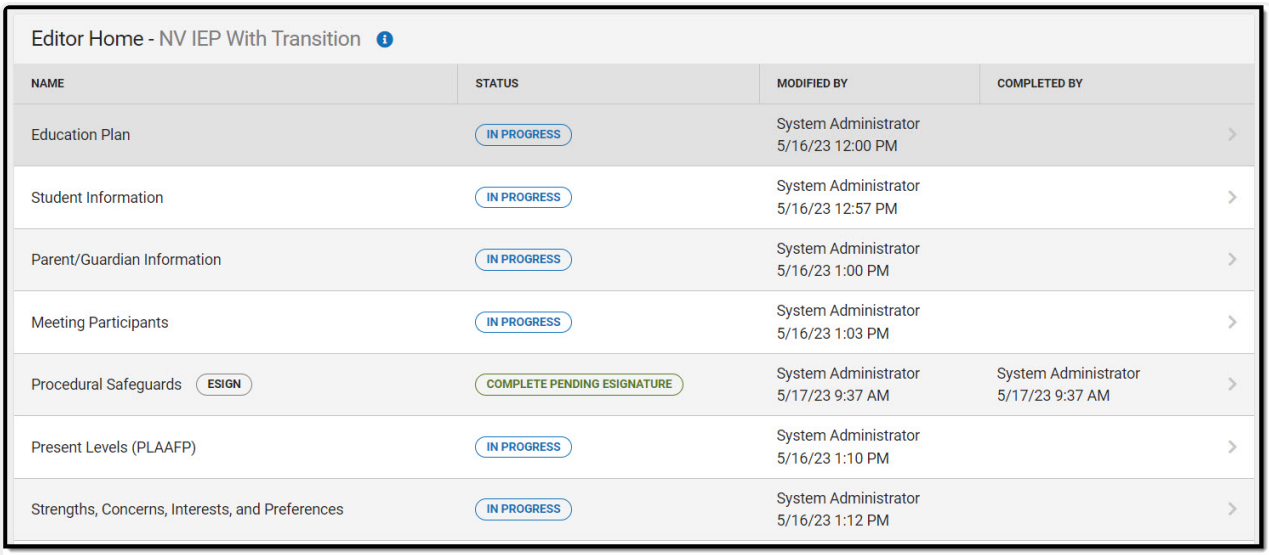
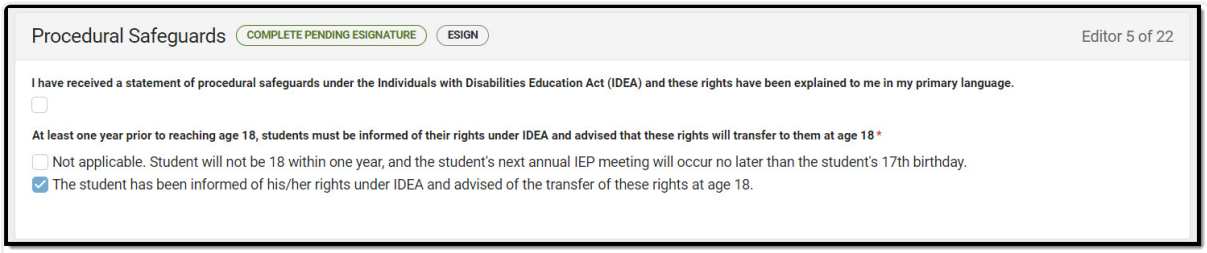


Nevada IEP with Transition Editor Home

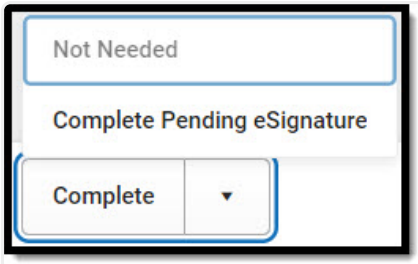
Prepare eSignature Editors

1. Navigate to the **Procedural Safeguards** editor.



Procedural Safeguards editor

2. Mark either the **Not applicable** or **The student has been informed** ... checkboxes, then click **Save & Stay**.
3. Click the down arrow next to the **Complete** button in the action bar, then click **Complete Pending eSignature**. The editor is now in the correct status to send to the parent/guardian for eSignature.



Complete Pending eSignature Button

4. Navigate to the **IEP Implementation** editor.

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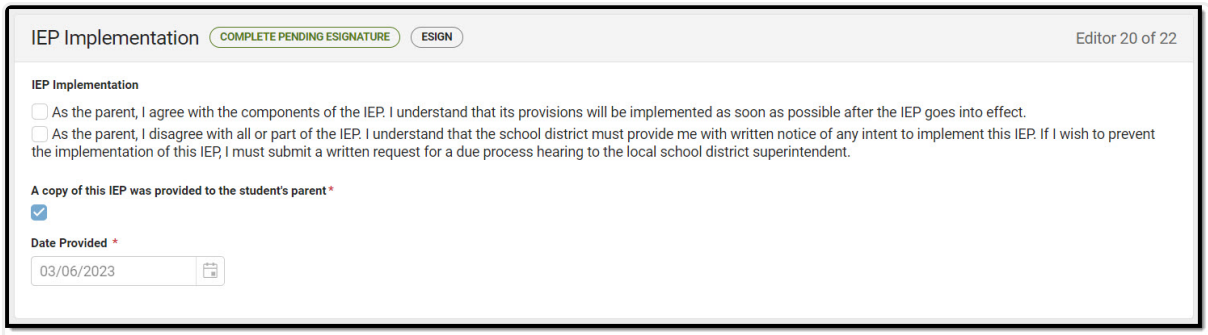
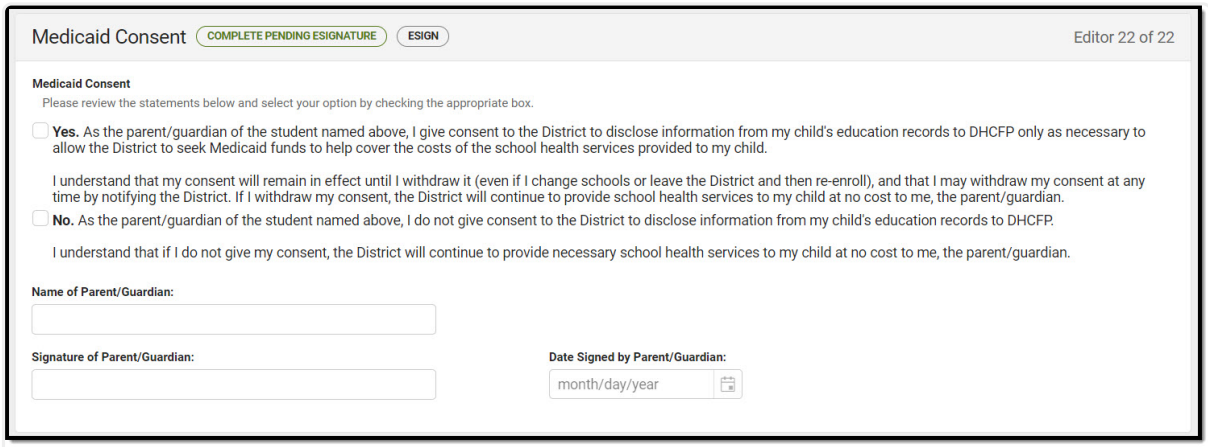


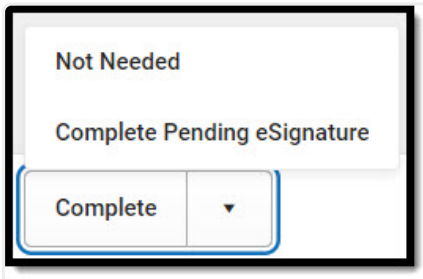
IEP Implementation Editor

5. Mark the **A copy of this IEP was provided to the student's parent** checkbox and enter a **Date Provided**.
6. Click **Save & Stay**.
7. Click the down arrow next to the **Complete** button in the action bar, then click **Complete Pending eSignature**. See the image for step 3 above. The editor is now in the correct status to send to the parent/guardian for eSignature.
8. Navigate to the **Medicaid Consent** editor. This editor can either be placed in a Not Needed or Complete Pending eSignature status depending on whether or not the student qualifies for Medicaid assistance.



Medicaid Consent Editor

9. Click the down arrow next to the **Complete** button in the action bar, then click **Complete Pending eSignature** OR **Not Needed**. The editor is now in the correct status to send to the parent/guardian for eSignature.



Not Needed or Complete Pending eSignature Button

Work through all other editors and make sure they are all in a **Complete** status. Once all editors are in the correct status, the plan is ready to send to the parent/guardian for eSignature.

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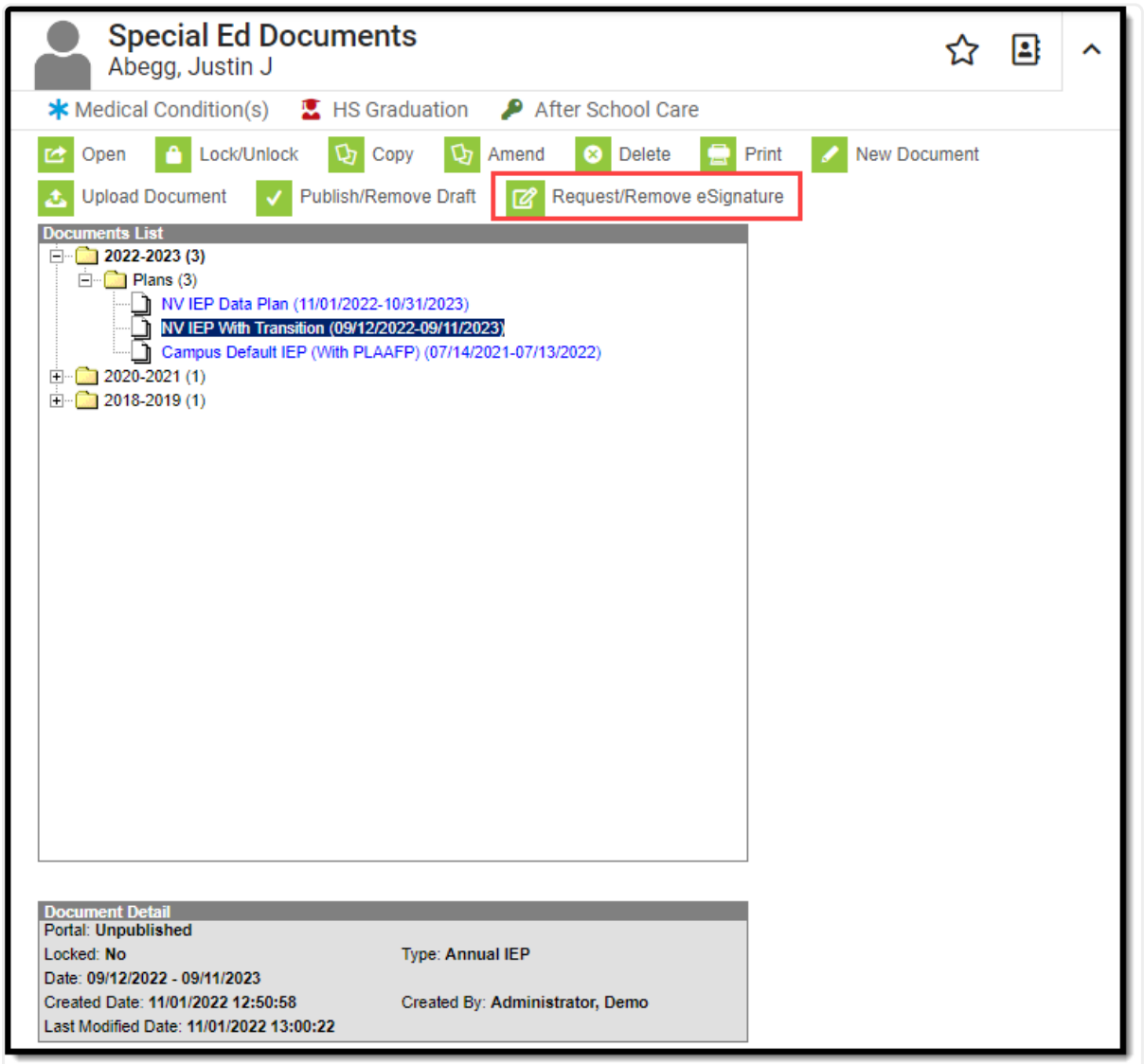
Request eSignature

Tool: Special Ed Documents

After completing the plan setup, the plan is ready to send to the guardian for eSignature. Select the plan and then click the **Request/Remove eSignature** button.



Request eSignature on Portal Button

A dialog displays asking the user to select one guardian from the list provided. At this time, only one guardian can sign the plan.

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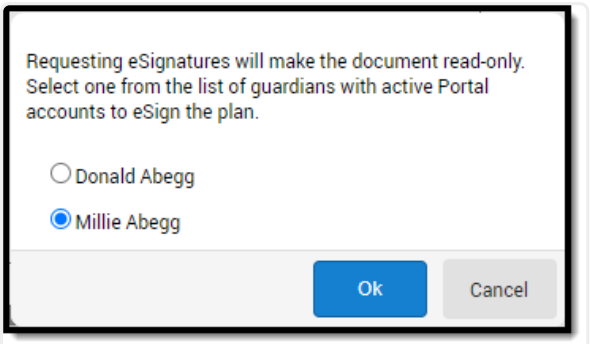
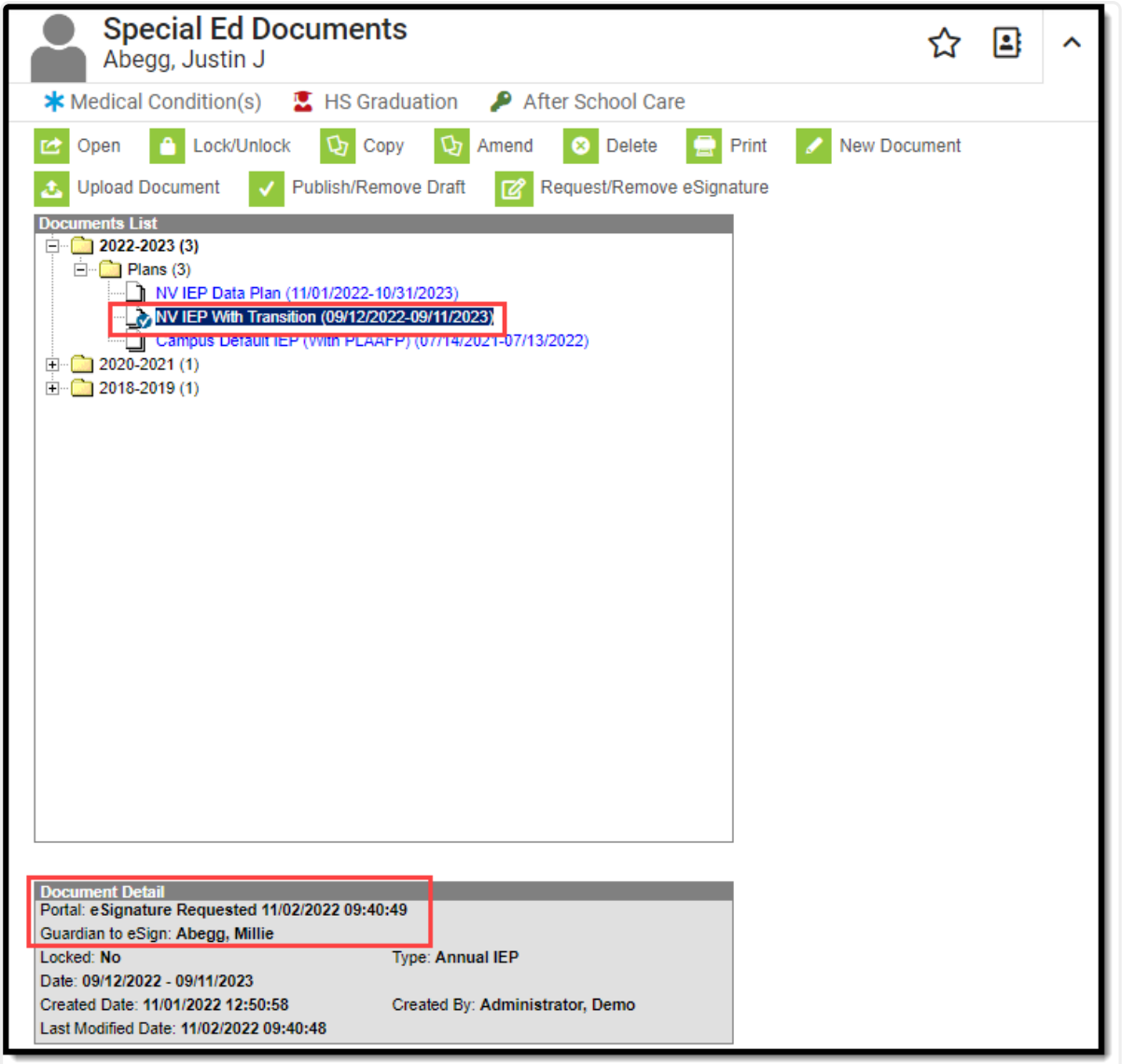


Request eSignature Dialog

Click **Ok** to send the eSignature request. A checkmark icon displays next to the name of the plan indicating it has successfully been sent to the guardian. Information in the Document Detail also lists when the eSignature Request was sent and to which guardian.



Checkmark Icon and Document Detail eSignature Information

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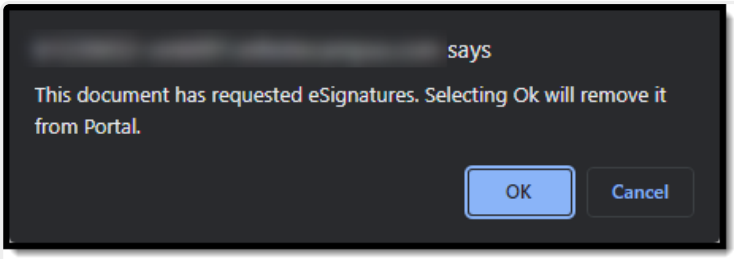
Remove eSignature

The user can pull the plan from the Portal at any time by clicking the **Request/Remove eSignature** button. This allows the user to make changes to the plan before the guardian has a chance to sign. A warning displays confirming the removal of the plan from Portal. Click **Ok** to confirm or **Cancel** to go back.

Removing the plan from Portal after the guardian has signed invalidates those signatures.



Remove eSignatures Warning

Guardian Review

Terms and Conditions | Decline Terms | Sign and Submit | Student and Non-Signing Guardian View

Tool: Campus Parent Portal, Campus Student Portal (read-only)

Once an eSignature request has been sent, the guardian can access the plan from three locations: a bell notification link, under the Documents Need Attention section on the Today screen, and the Documents tool.

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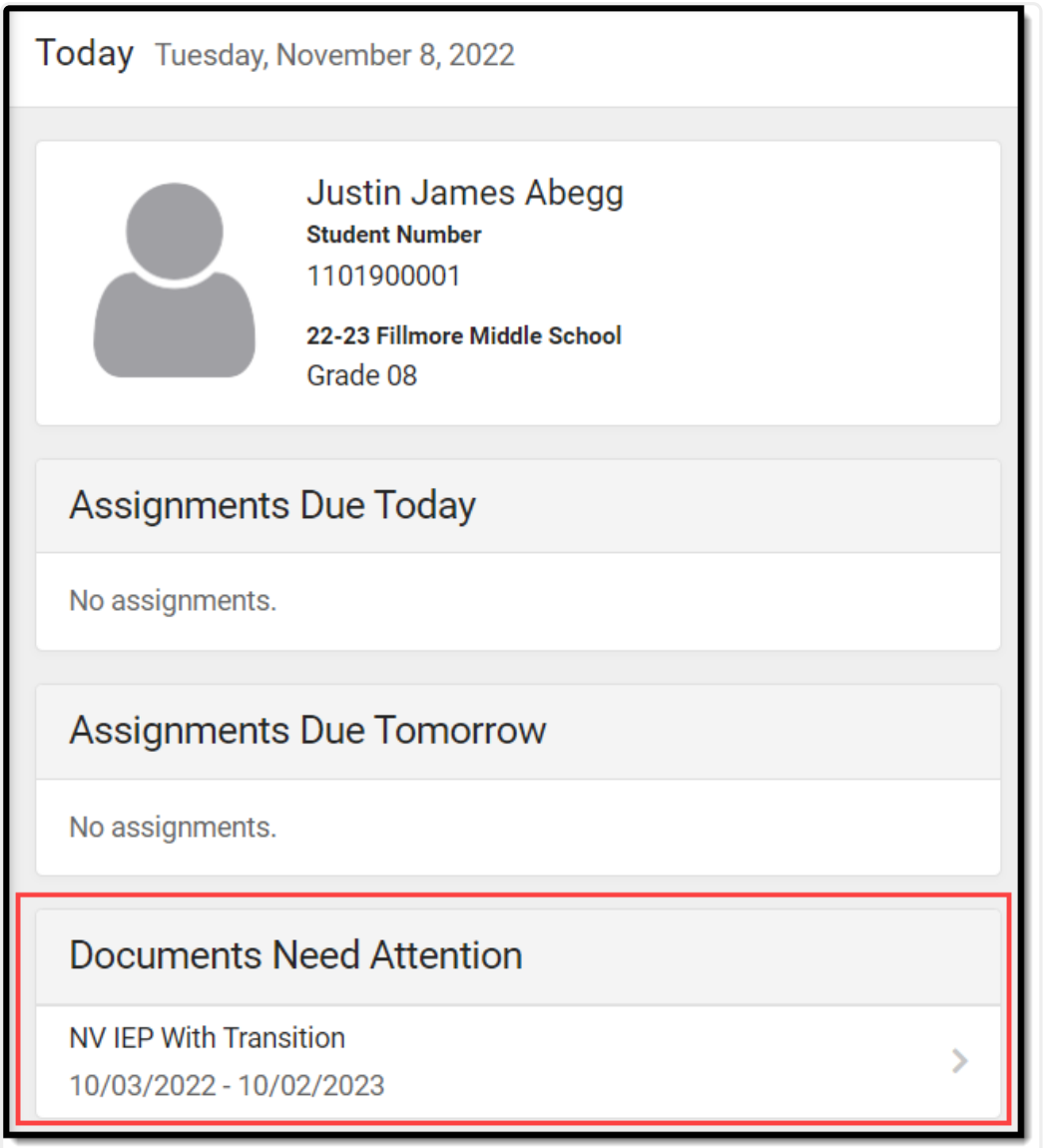

Documents Need Attention on the Today screen

A status of **Needs Attention** displays next to the name of the plan on the Documents tool.

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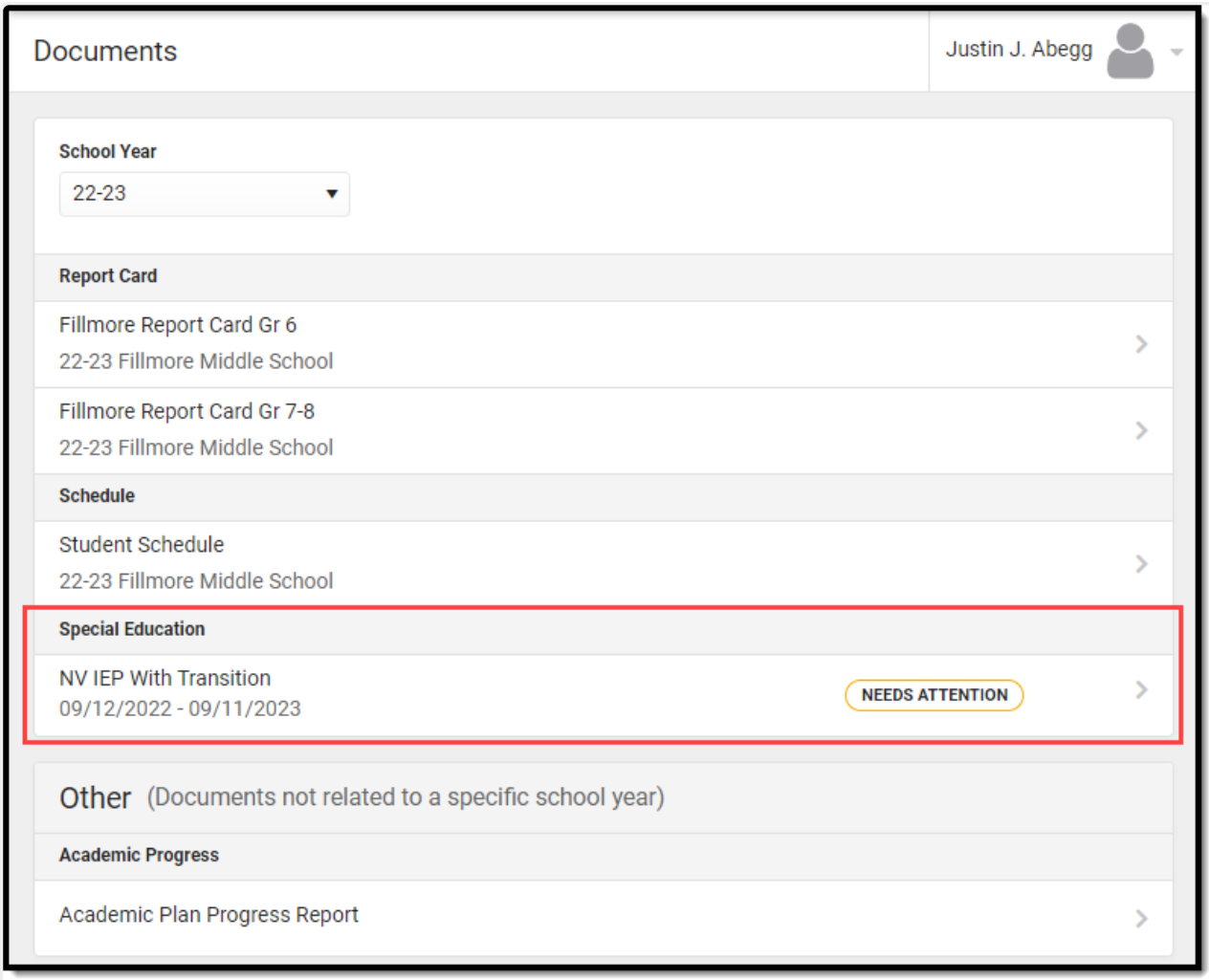

Plan Needs Attention Status on Documents Tool

Terms and Conditions

The **Terms** button displays a dialog box explaining the guardian must accept the Terms and Conditions for Electronic Signature before saving and submitting the plan. A link in the dialog brings the user to a PDF detailing the terms.

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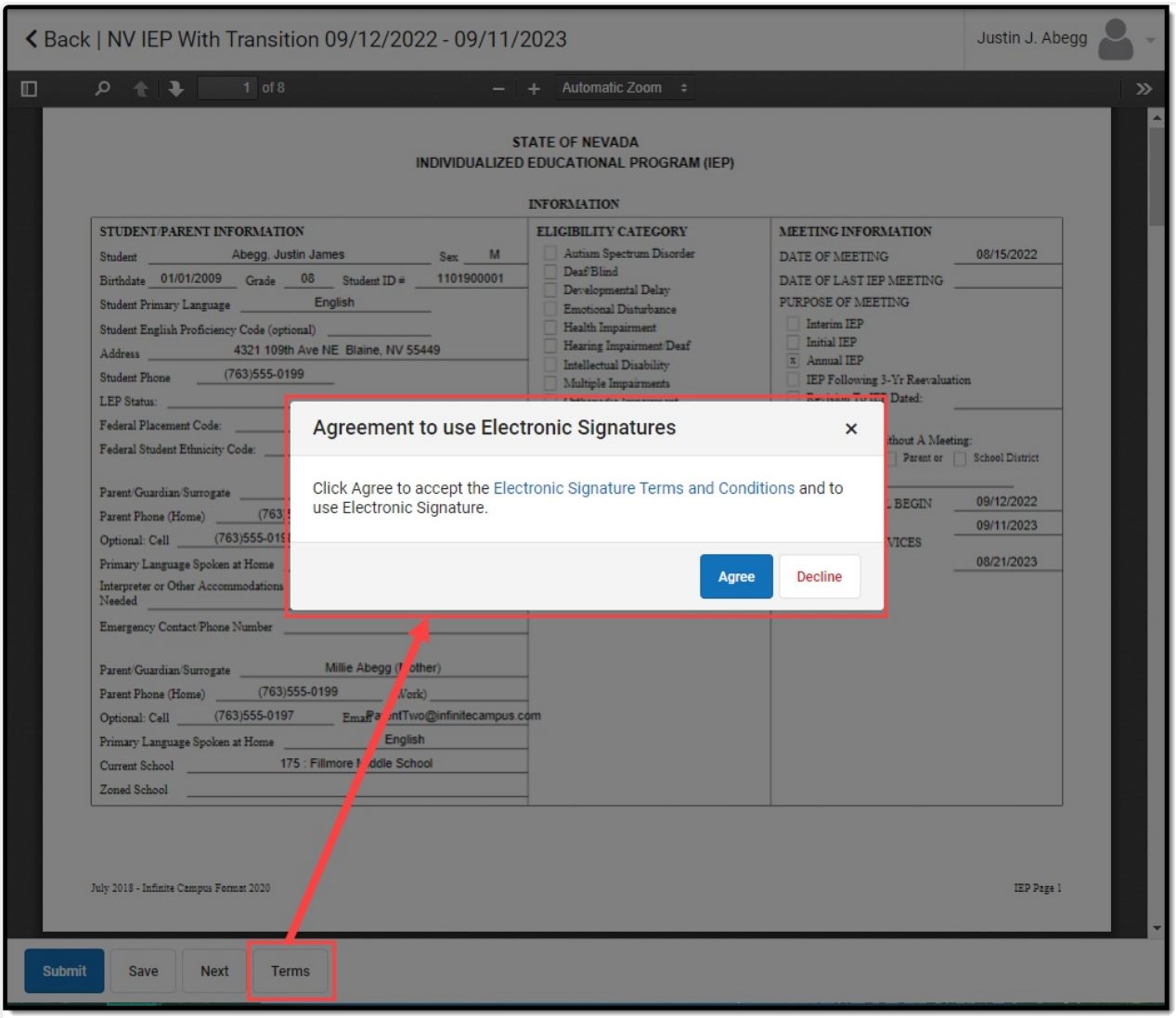

Terms and Conditions Dialog

After the guardian accepts the terms, the Terms button no longer displays.

Decline Terms

When the guardian declines the terms, a physical copy of the plan must be printed out, signed, and returned to the school. Click the **Decline** button to decline the terms. A dialog displays to confirm the action of declining the terms.

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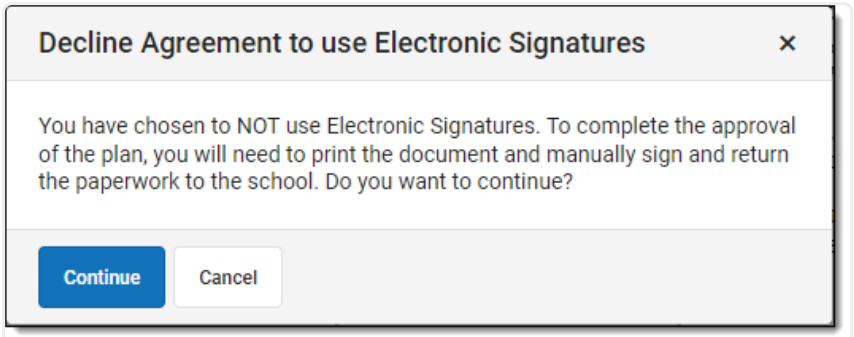

Decline Terms Dialog

When a guardian declines the terms, a status of **Declined Terms and Conditions and Pending** displays next to the name of the plan on the Documents tool.

Declined Terms and Conditions and Pending Status

Sign and Submit

After agreeing to the terms, several signatures and their corresponding checkboxes must be filled out before the guardian can submit.

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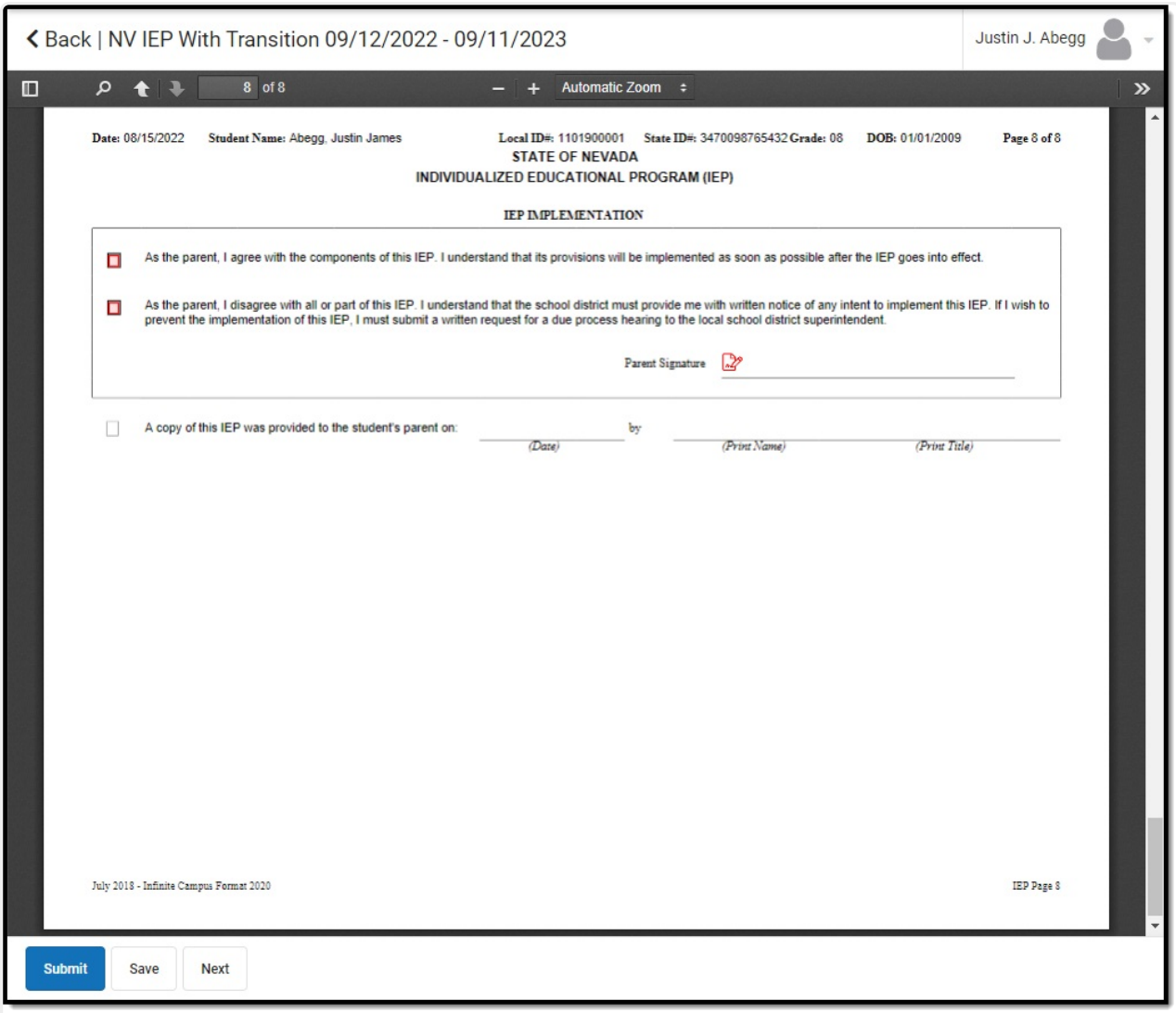

Blank eSignature Example

Mark all desired checkboxes in red and click the paper and pencil icon on the signature lines to electronically sign. The **Next** button navigates the guardian directly to the next item on the plan that needs attention. Click **Save** to save progress.

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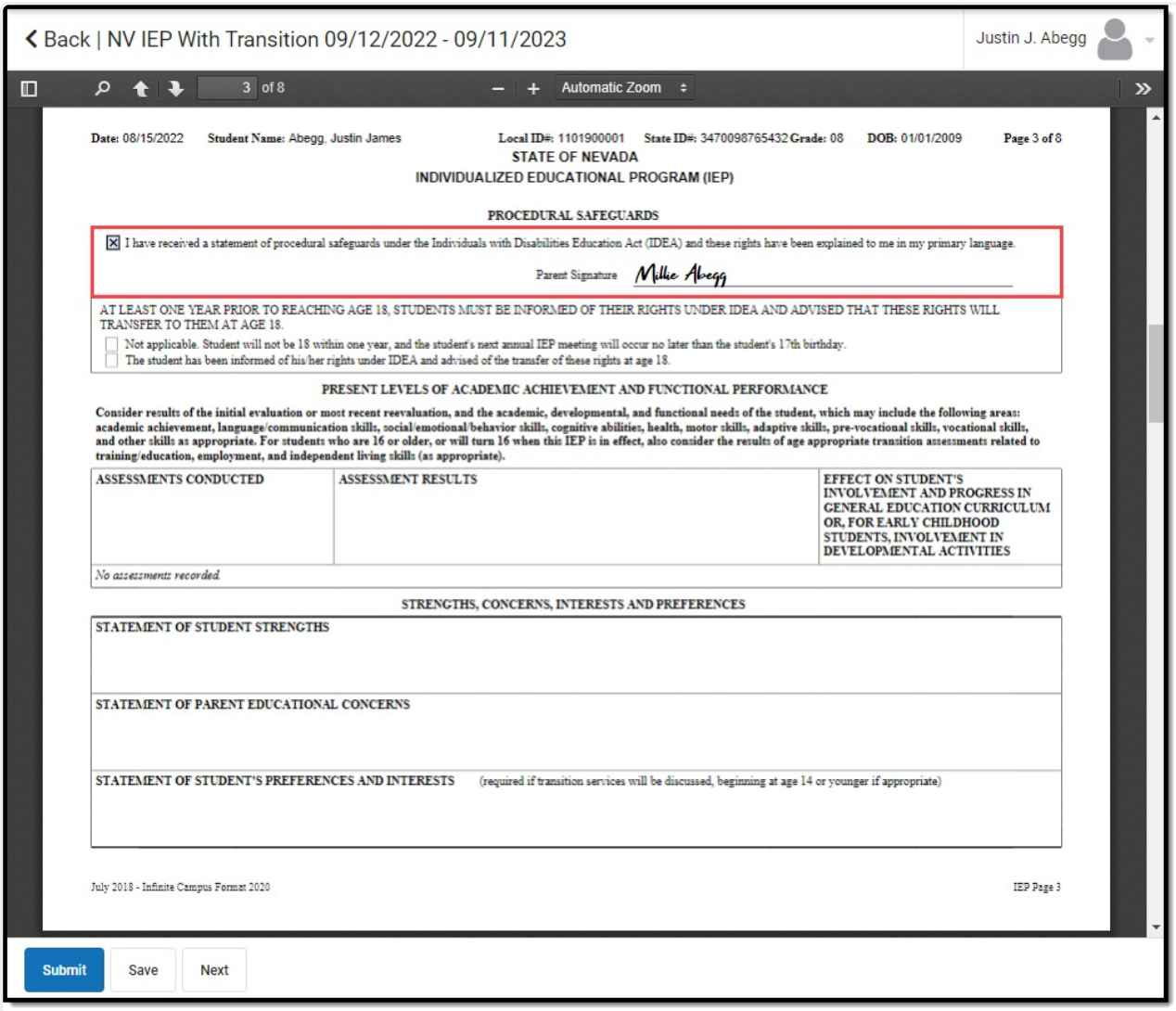

Completed eSignature Example

After all signatures are captured and the checkboxes are marked, click **Submit.** On the Documents tool, a status of **Signed and Pending** displays next to the plan name and the guardian can view a read-only copy of the plan.

Signed and Pending Status

Student and Non-Signing Guardian View

The student and any other guardians who have not been chosen to sign can view a read-only version of the plan. A Draft watermark displays indicating the plan has not yet been completed.

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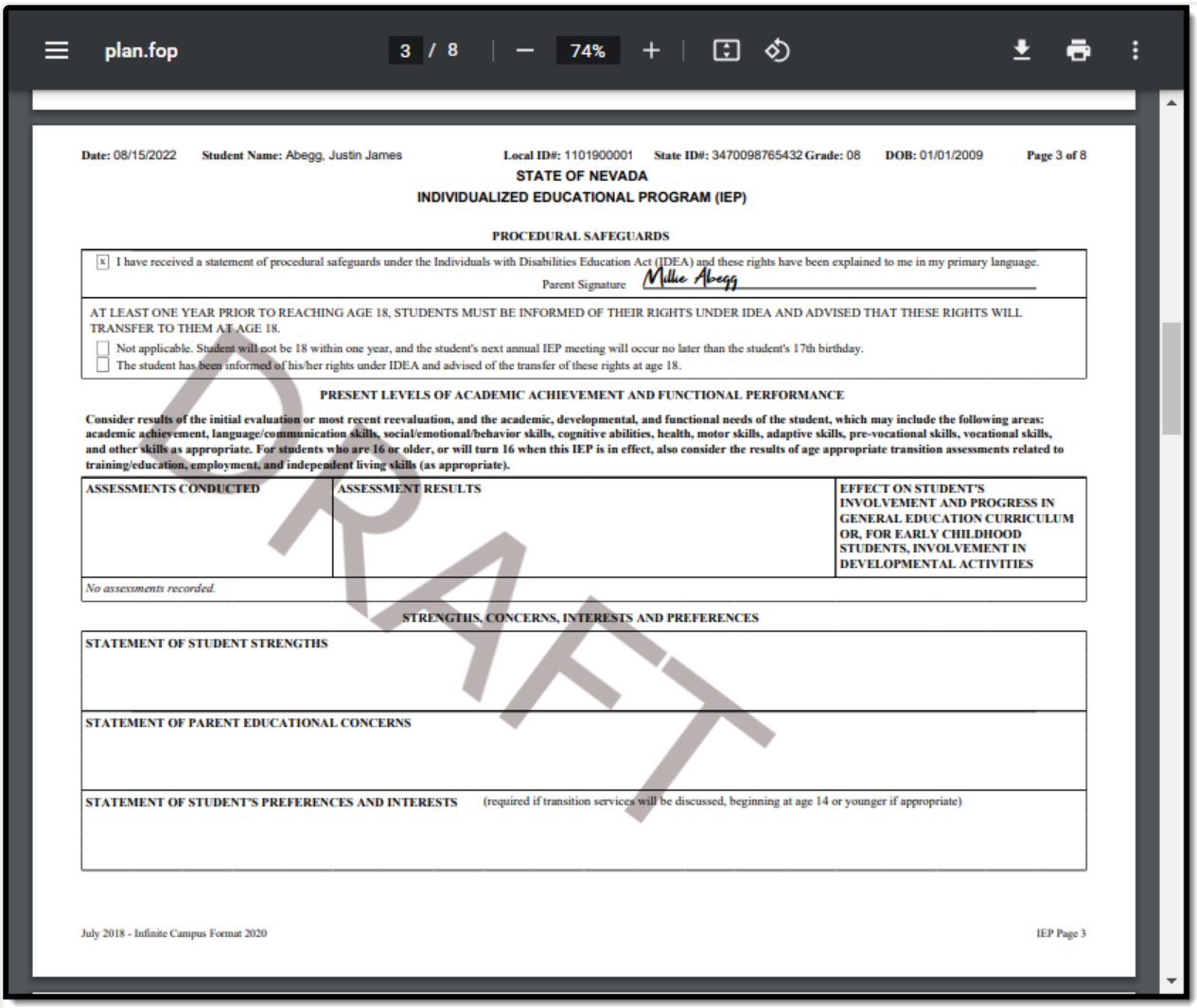

Non-Signing Guardian View

Complete

Guardian Declined Terms | Guardian Declined Plan | Guardian Agreed Terms and Plan | Lock | Delete | Amend

Tool: Special Ed Documents

After a guardian has signed OR declined the Terms and Conditions for eSignature, additional completion steps are needed on the Special Ed Documents tool. An exclamation mark icon displays next to the name of the plan indicating action is needed.

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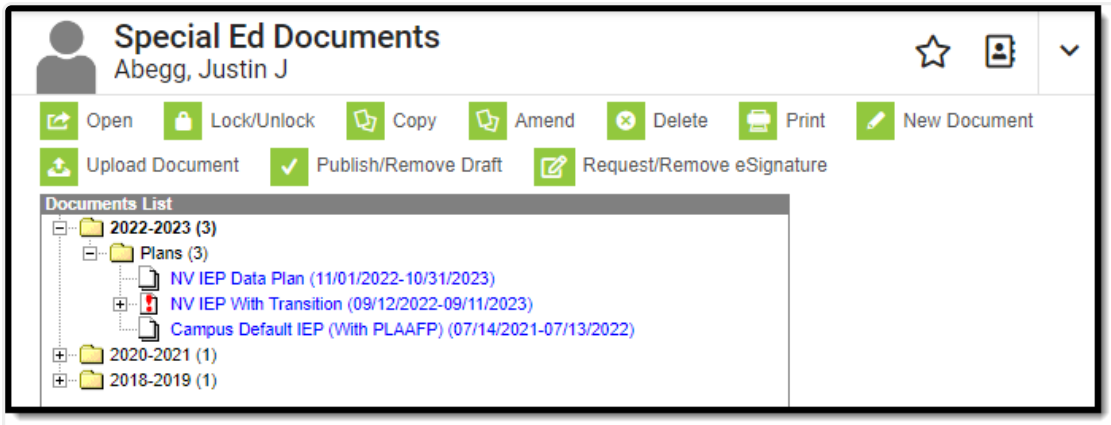
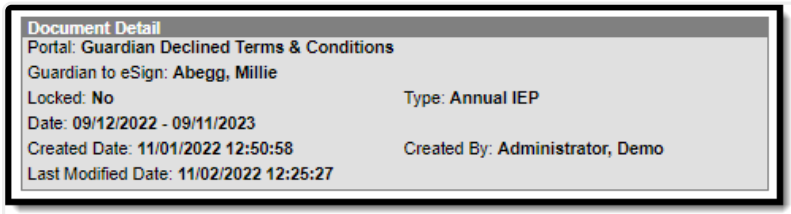


Exclamation Mark Icon

Guardian Declined Terms

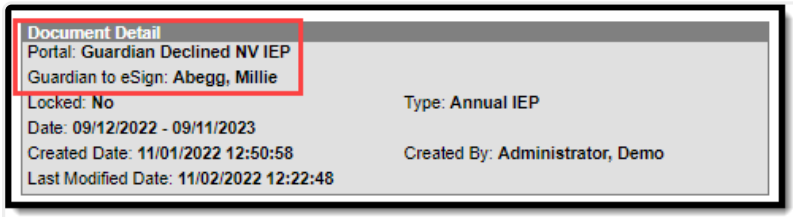
When a guardian declines the Terms and Conditions for eSignature, a message displays on the Document Detail indicating the terms were declined. A physical copy is needed to obtain guardian signatures at this time.



Guardian Declined Terms and Conditions

Guardian Declined Plan

When the guardian accepts the Terms and Conditions but disagrees with the contents of the plan, the Document Detail indicates the plan was declined and a PDF copy of the signed plan displays in the Copies folder.



Guardian Declines NV IEP

Guardian Agreed Terms and Plan

When a guardian accepts the Terms and Conditions, agrees to the contents of the plan, and electronically signs the plan, a message displays on the Document Detail indicating who signed the plan and a PDF copy of the signed plan displays in the Copies folder.

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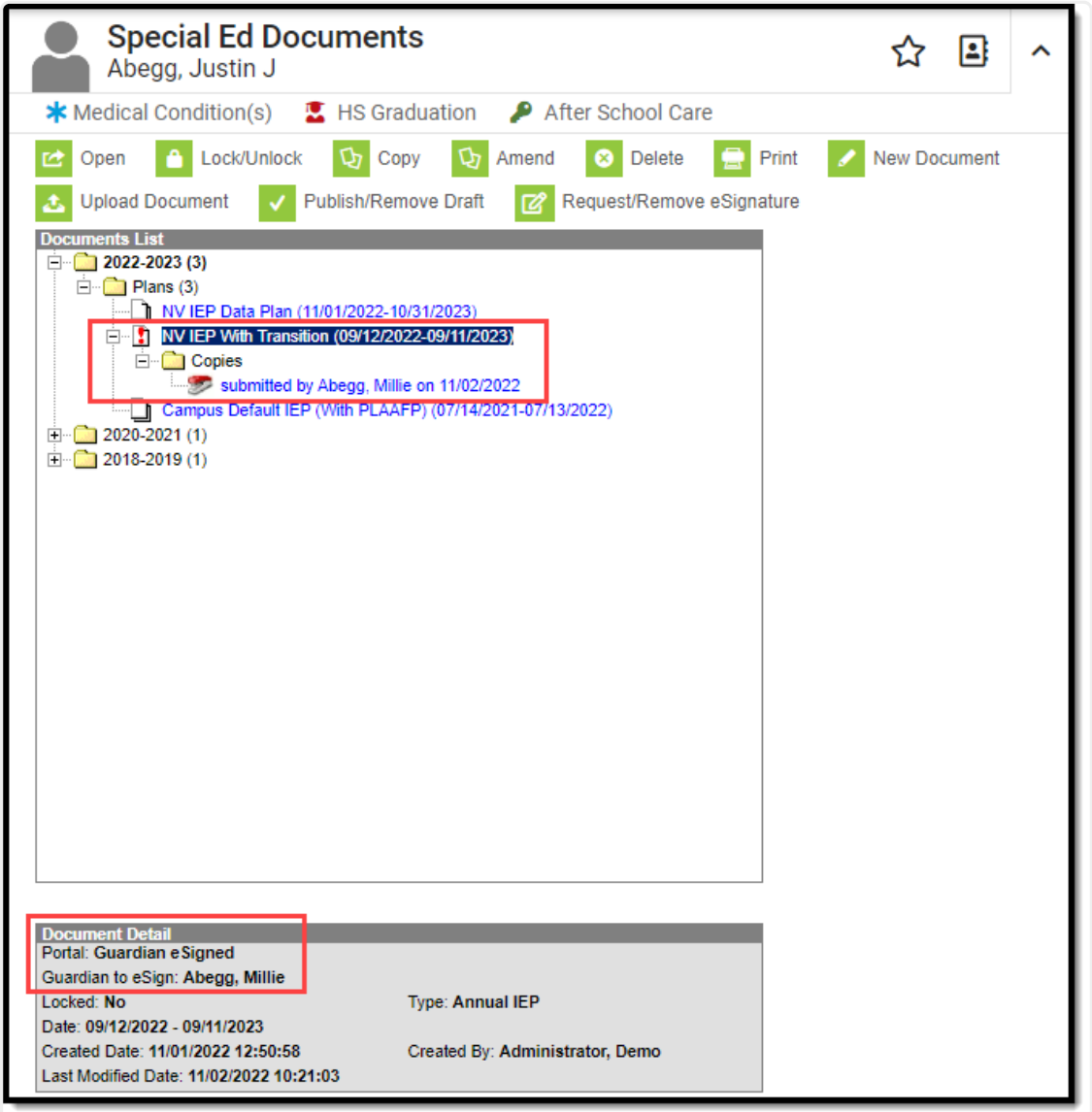
Any changes made to the plan at this stage invalidates the signatures. When changes need to be made to the plan, an additional eSignature Request must be sent back to the guardian.



Copies Folder and Document Detail Information

Lock

Locking the plan completes the process and syncs the plan to the state. Several conditions must be met in order to lock the plan. Usually, these are done by the guardian during the eSignature process.

1. On the Procedural Safeguards editor, the "I have received a statement..." checkbox must be marked.
2. On the IEP Implementation editor, either the the first or second "As a parent..." checkboxes must be marked.

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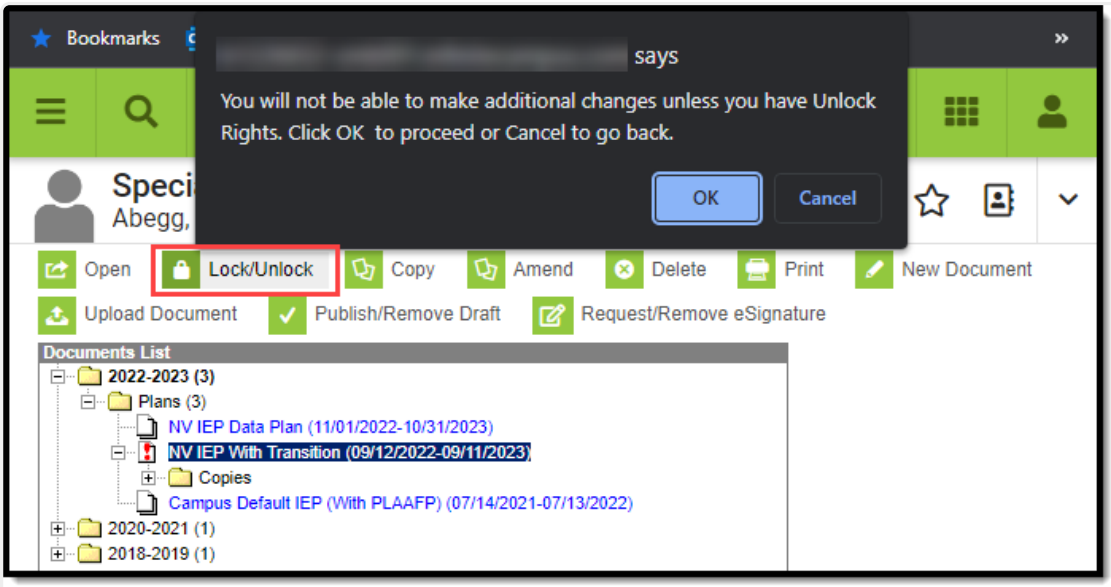
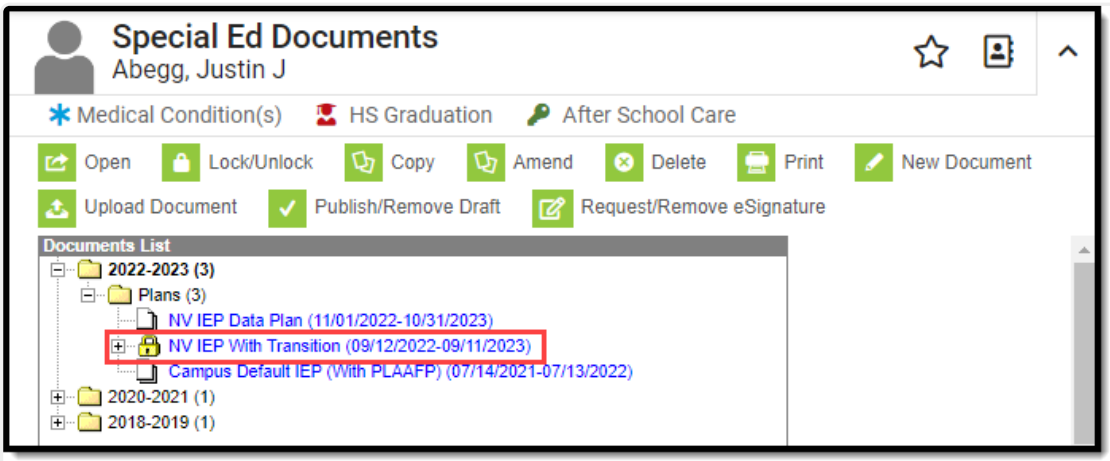
Additional lock logic may apply when the plan was not filled out completely.

Click **Lock** to complete the plan process. A warning displays indicating users are not able to make any changes unless they have additional Unlock Tool Rights.



Lock Warning Message

Click **OK** to proceed. A locked icon displays indicating the plan is locked.



Locked Plan

Delete

It is NOT recommended to delete the original plan or any copies of the plan.

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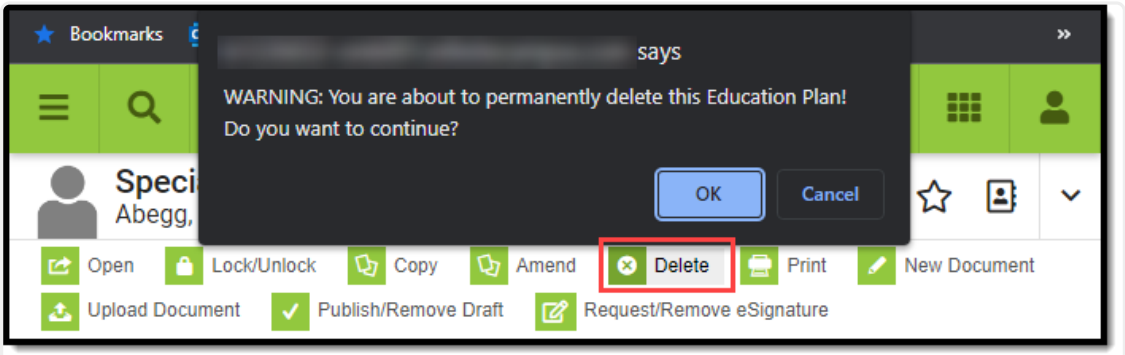
Only the original plan can be deleted, if necessary. Copies of the plan cannot be deleted unless the original plan is removed first. This is NOT recommended. Select the original plan and then click **Delete**. A warning displays explaining the consequences of deleting the plan.



Delete Plan Warning

Click **OK** to perform the delete or **Cancel** to go back. Any copies of the plan display in the Uploaded Documents folder and can be deleted at this time.

Amend

When amending a plan with eSignatures, the eSignature for the IEP Implementation editor clears out. When the amendment process has been complete, the plan needs to be sent back to the parent/guardian to sign the IEP Implementation section again. The amendment process is the same for plans with and without eSignature functionality. See the Amend Special Ed Documents article for the full Amend process.

Ad Hoc Inquiries

Ad Hoc eSignature Field Descriptions | Ad Hoc eSignature Examples

Tool: Filter Designer

Users can build filters in the Ad Hoc Filter Designer to query eSignature information. Nevada eSignature fields are located at Student > Learner Plan > Learning Plan > Nevada Fields.

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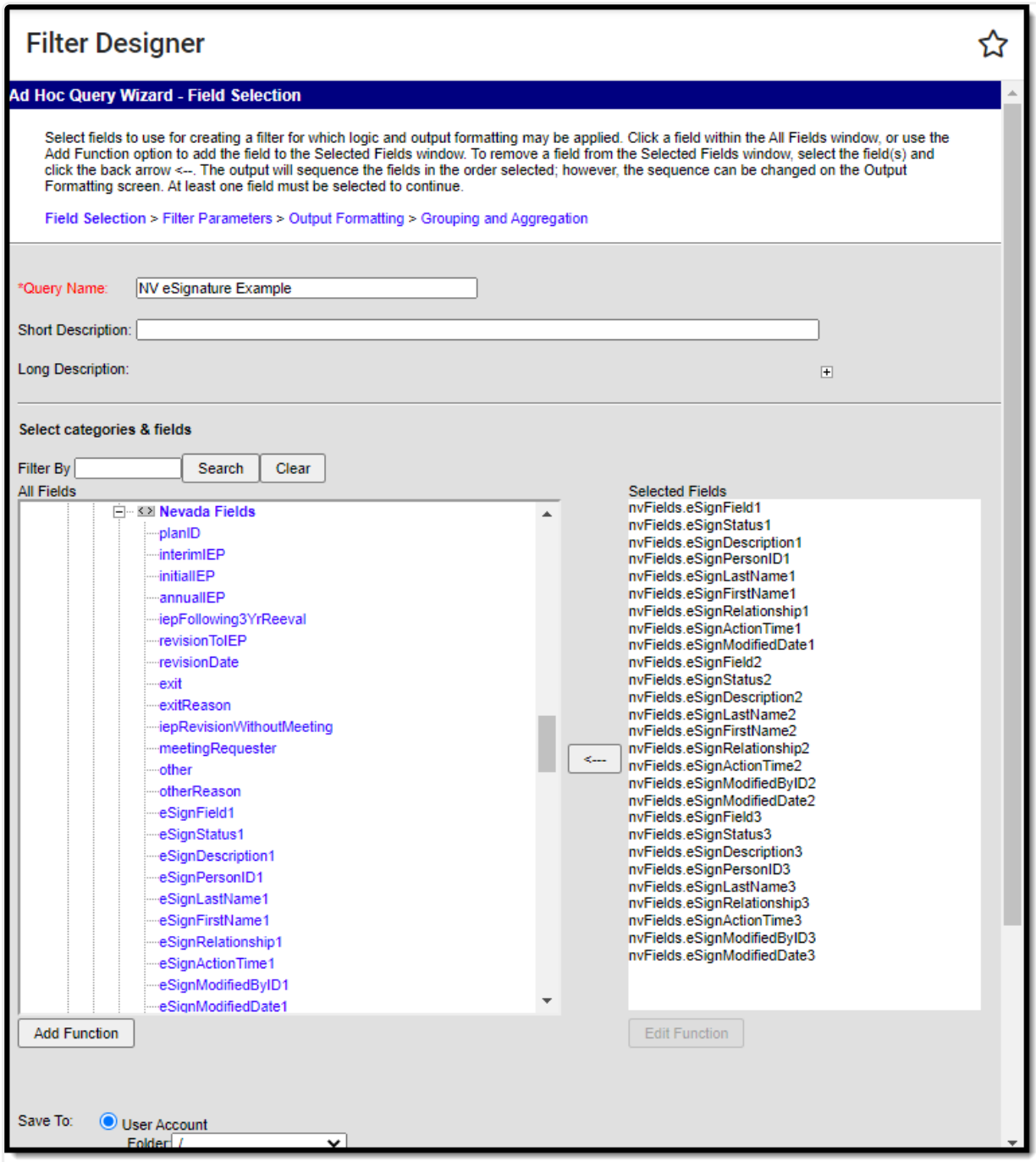

Nevada eSignature Ad Hoc Fields

Ad Hoc eSignature Field Descriptions

See the table below for a description of the eSignature fields.

Note: Additional numbered fields (1-6) are placeholders for additional signatures added to the plan in the future. Below are descriptions of the first eSignature fields.

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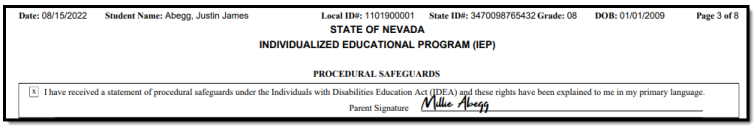
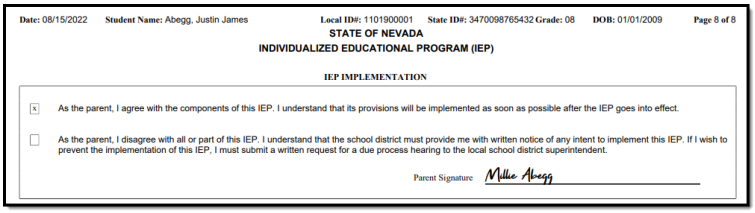
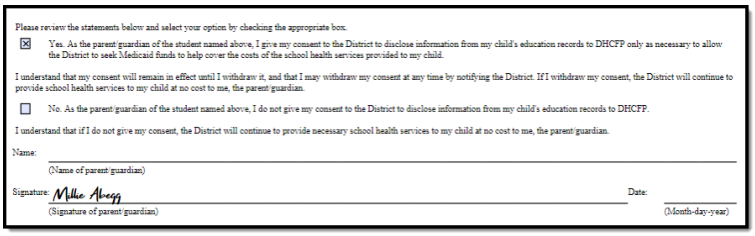
Ad Hoc Field	Description and Plan Location (if applicable) *Click to enlarge images*
nvFields.eSignField1	The name of the first signature field. This could be any of the three signatures in the plan, whichever the guardians signs first. Options include: **Procedural Safeguards**  Date: 08/15/2022 Student Name: Abegg, Justin James Local ID#: 1101900001 State ID#: 3470098765432 Grade: 08 DOB: 01/01/2009 Page 3 of 8 STATE OF NEVADA INDIVIDUALIZED EDUCATIONAL PROGRAM (IEP) PROCEDURAL SAFEGUARDS [x] I have received a statement of procedural safeguards under the Individuals with Disabilities Education Act (IDEA) and these rights have been explained to me in my primary language. Parent Signature Millie Abegg **Agreement**  Date: 08/15/2022 Student Name: Abegg, Justin James Local ID#: 1101900001 State ID#: 3470098765432 Grade: 08 DOB: 01/01/2009 Page 8 of 8 STATE OF NEVADA INDIVIDUALIZED EDUCATIONAL PROGRAM (IEP) IEP IMPLEMENTATION [x] As the parent, I agree with the components of this IEP. I understand that its provisions will be implemented as soon as possible after the IEP goes into effect. [ ] As the parent, I disagree with all or part of this IEP. I understand that the school district must provide me with written notice of any intent to implement this IEP. If I wish to prevent the implementation of this IEP, I must submit a written request for a due process hearing to the local school district superintendent. Parent Signature Millie Abegg **Medicaid Agreement**  Please review the statements below and select your option by checking the appropriate box. [x] Yes. As the parent/guardian of the student named above, I give my consent to the District to disclose information from my child's education records to DHCFP only as necessary to allow the District to seek Medicaid funds to help cover the costs of the school health services provided to my child. I understand that my consent will remain in effect until I withdraw it, and that I may withdraw my consent at any time by notifying the District. If I withdraw my consent, the District will continue to provide school health services to my child at no cost to me, the parent/guardian. [ ] No. As the parent/guardian of the student named above, I do not give my consent to the District to disclose information from my child's education records to DHCFP. I understand that if I do not give my consent, the District will continue to provide necessary school health services to my child at no cost to me, the parent/guardian. Name: (Name of parent/guardian) Signature: Millie Abegg (Signature of parent/guardian) Date: (Month-day-year)
nvFields.eSignStatus1	The status of the signature. Options include: • **Signed** - guardian has signed and saved that signature • **Pending** - guardian has saved the plan without signing that signature • **Overridden** - something was changed in the plan after it was signed. This also indicates the plan has not been resent to the guardian. **This signature is no longer valid.**

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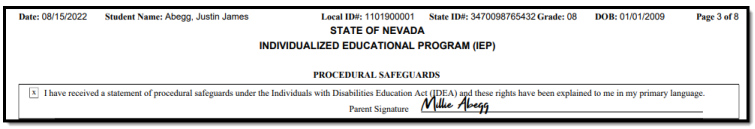
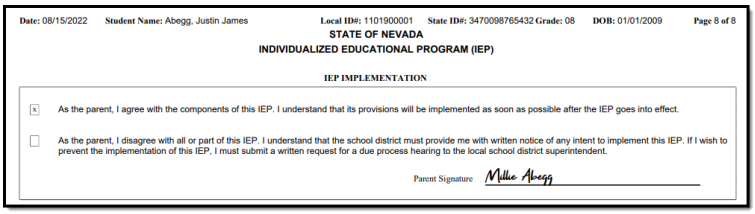
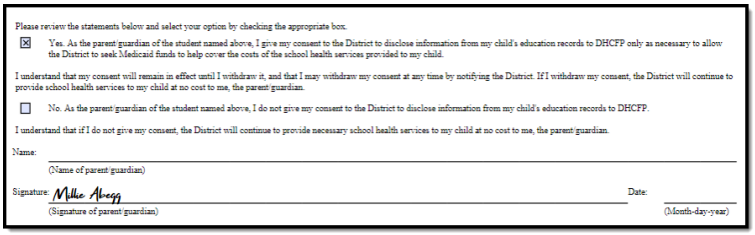
Ad Hoc Field	Description and Plan Location (if applicable) *Click to enlarge images*
nvFields.eSignDescription1	The description of the signature. This could be any of five checkbox names, depending on which signature the guardian signed first and which checkbox they marked. **Received a statement of procedural safeguards** (Procedural Safeguards checkbox - I have received a statement...)  Date: 08/15/2022 Student Name: Abegg, Justin James Local ID#: 1101900001 State ID#: 3470098765432 Grade: 08 DOB: 01/01/2009 Page 3 of 8 STATE OF NEVADA INDIVIDUALIZED EDUCATIONAL PROGRAM (IEP) PROCEDURAL SAFEGUARDS [x] I have received a statement of procedural safeguards under the Individuals with Disabilities Education Act (IDEA) and these rights have been explained to me in my primary language. Parent Signature Millie Abegg **Agree with the components of this IEP** (Agreement Checkbox - As the parent, I agree...)  Date: 08/15/2022 Student Name: Abegg, Justin James Local ID#: 1101900001 State ID#: 3470098765432 Grade: 08 DOB: 01/01/2009 Page 8 of 8 STATE OF NEVADA INDIVIDUALIZED EDUCATIONAL PROGRAM (IEP) IEP IMPLEMENTATION [x] As the parent, I agree with the components of this IEP. I understand that its provisions will be implemented as soon as possible after the IEP goes into effect. [ ] As the parent, I disagree with all or part of this IEP. I understand that the school district must provide me with written notice of any intent to implement this IEP. If I wish to prevent the implementation of this IEP, I must submit a written request for a due process hearing to the local school district superintendent. Parent Signature Millie Abegg **Disagree with all or part of this IEP** (Agreement Checkbox - As the parent, I disagree...) **Yes** (Medicaid Agreement Checkbox - Yes. As the parent/guardian...)  Please review the statements below and select your option by checking the appropriate box. [x] Yes. As the parent/guardian of the student named above, I give my consent to the District to disclose information from my child's education records to DHCFP only as necessary to allow the District to seek Medicaid funds to help cover the costs of the school health services provided to my child. I understand that my consent will remain in effect until I withdraw it, and that I may withdraw my consent at any time by notifying the District. If I withdraw my consent, the District will continue to provide school health services to my child at no cost to me, the parent/guardian. [ ] No. As the parent/guardian of the student named above, I do not give my consent to the District to disclose information from my child's education records to DHCFP. I understand that if I do not give my consent, the District will continue to provide necessary school health services to my child at no cost to me, the parent/guardian. Name: _____ (Name of parent/guardian) Signature: Millie Abegg _____ Date: _____ (Signature of parent/guardian) (Month-day-year) **No** (Medicaid Agreement Checkbox - No. As the parent/guardian...)
nvFields.eSignPersonID1	The person ID of the signing person.
nvFields.eSignLastName1	The last name of the signing person.
nvFields.eSignFirstName1	The first name of the signing person.
nvFields.eSignRelationship1	The relationship between the signing person and the student.
nvFields.eSignActionTime1	The time of the last action performed on the plan.
nvFields.eSignModifiedDate1	The date when the plan was last modified.

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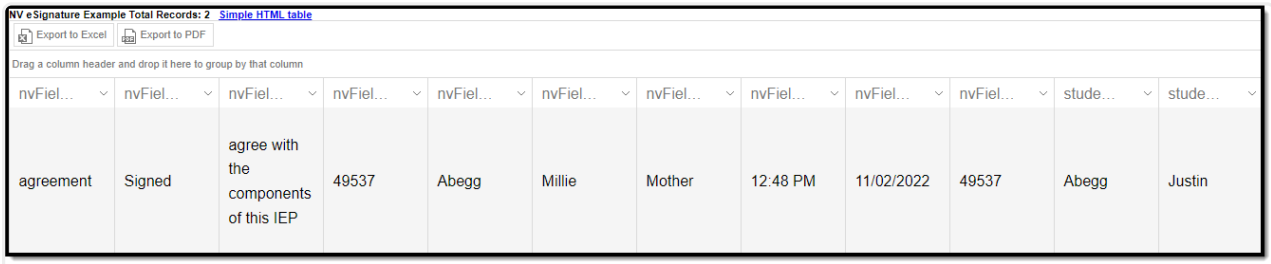
Ad Hoc Field	Description and Plan Location (if applicable) *Click to enlarge images*
nvFields.eSignModifiedByID1	The person ID of the person who last modified the plan.
nvFields.eSignOverriddenByName1	The name of the person who overrode the eSignature.

Ad Hoc eSignature Examples

Click the image to enlarge



NV eSignature Example Total Records: 2 Simple HTML table

Export to Excel | Export to PDF

Drag a column header and drop it here to group by that column

nvFiel...	nvFiel...	nvFiel...	nvFiel...	nvFiel...	nvFiel...	nvFiel...	nvFiel...	nvFiel...	nvFiel...	stude...	stude...
agreement	Signed	agree with the components of this IEP	49537	Abegg	Millie	Mother	12:48 PM	11/02/2022	49537	Abegg	Justin

Ad Hoc eSignature Example

	A	B	C	D	E	F	G	H	I	J
1	nvFields_eSignField1	nvFields_eSignStatus1	nvFields_eSignDescription1	nvFields_eSignPersonID1	nvFields_eSignLastName1	nvFields_eSignFirstName1	nvFields_eSignRelationship1	nvFields_eSignActionTime1	nvFields_eSignModifiedDate1	nvFields_eSignModifiedByID1
2	agreement	Signed	agree with the components	49537	Abegg	Millie	Mother	12:48 PM	11/02/2022	49537

Ad Hoc eSignature Excel Example

Previous Versions

Individual Education Plan eSignature Process (Nevada) [.2319 and previous]

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