

Special Ed eSignature Process

Last Modified on 05/28/2026 10:07 am CDT

Tool Search: Special Ed Documents

Special Ed Documents can be set up to allow parents/guardians and/or students to electronically sign documents made available on Campus Parent and/or Campus Student. Both Locked and Draft Special Ed IEPs, Evaluations, Progress Reports, and Prior Written Notices (Ohio only) display on the Portal. Parents/guardians and students can review these documents and then electronically sign a consent form attesting to the document's accuracy. Certain state users also have additional eSignature functionality.

This article documents the different ways Special Ed Documents can be signed. One way is to use the Custom Forms eSignature functionality within Campus; another is a third-party program such as DocuSign. Also listed is the core eSignature solution for those states that have it. See the following state articles for information on each state's specific information:

- [Delaware](#)
- [Massachusetts](#)
- [Nebraska](#)
- [Nevada](#)
- [North Dakota](#)
- [Pennsylvania](#)
- [South Dakota](#)
- [North Dakota](#)

Note: the Custom Form eSignature functionality is only available on the Forms tool.

Setup

Tool Rights

Tool Search: [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/Evaluation > 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 grants the same rights as marking the Read checkbox.

Special Ed	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Special Ed Caseload	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Special Ed Contact Log	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Access to Records Created By Other Users	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Special Ed Documents	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Plan	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Lock	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Unlock	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Amend Plan	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Copy	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Document Sections	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Publish Draft to Portal	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Request eSignature on Portal	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Evaluation	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Lock	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Unlock	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Copy	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Document Sections	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Request eSignature on Portal	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Publish Draft to Portal	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete

Request eSignature on Portal Tool Right

Set Portal Preferences

Tool Search: [Portal Display Options](#)

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

Expand All Collapse All

Enable Documents Tool Student Parent

Note: If Documents is enabled, the Report Cards, Transcripts and configured Schedule reports display in the Documents tool if Available in Portal is selected in the Report Preferences.

Reports and Plans

Academic Progress	<input type="checkbox"/> Student	<input type="checkbox"/> Parent
Default Student Schedule	<input type="checkbox"/> Student	<input type="checkbox"/> Parent
Personal Learning Plan	<input type="checkbox"/> Student	<input type="checkbox"/> Parent
Program Participation	<input type="checkbox"/> Student	<input type="checkbox"/> Parent
Response to Intervention	<input type="checkbox"/> Student	<input type="checkbox"/> Parent
Special Education Plan	<input checked="" type="checkbox"/> Student	<input checked="" type="checkbox"/> Parent
Draft Special Education Plan	<input checked="" type="checkbox"/> Student	<input checked="" type="checkbox"/> Parent
Request eSignature Special Education Plan	<input checked="" type="checkbox"/> Student	<input checked="" type="checkbox"/> Parent
Special Education Evaluation	<input checked="" type="checkbox"/> Student	<input checked="" type="checkbox"/> Parent
Draft Special Education Evaluation	<input checked="" type="checkbox"/> Student	<input checked="" type="checkbox"/> Parent
Request eSignature Special Education Evaluation	<input checked="" type="checkbox"/> Student	<input checked="" type="checkbox"/> Parent

Request eSignature Special Education Documents Portal Display Option

Establish Relationships and Portal Accounts

Tool Search: [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 ☆

Abegg, Justin J (Jay) DOB: 01/01/09

* Medical Condition(s) HS Graduation After School Care

Save New Non-Household Relationship Documents

Relationships within the **Primary Household Relationships

Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Messenger	Private
Abegg, Donald L	M	Father	06/09/2017		2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Abegg, Dylan V	M	Step-Sibling				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abegg, Emma	F	Sibling				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abegg, Millie	F	Mother	06/09/2017		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Abegg, Robert V	M	Sibling	06/25/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abegg, Stella	F	Sibling	06/25/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abegg, Wallace D	M	Sibling	06/09/2017			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cardinal, Peggy M	F	Step-Sibling	06/25/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Non-Household Relationships

Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Messenger	Private
Abegg, Glissa-Jean	F	Aunt	06/25/2012		3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Relationships Tool Guardian and Portal Checkboxes

Create and Enter Plan Information

Tool Search: [Special Ed Documents](#)

Fill out the plan in Campus. For information on which editors are required to be electronically signed, see your state's specific articles.

- [Delaware](#)
- [Massachusetts](#)
- [Nebraska](#)
- [Nevada](#)
- [North Dakota](#)
- [Pennsylvania](#)
- [South Dakota](#)
- [North Dakota](#)

Request eSignature

Tool Search: [Special Ed Documents](#)

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

The screenshot shows the 'Special Ed Documents' interface for user Ashley, Lesley A. At the top, there is a navigation bar with icons for Open, Lock/Unlock, Copy, Amend, Delete, Print, and New Document. Below this is a secondary bar with icons for Upload Document, Publish/Remove Draft, and Request/Remove eSignature. The 'Request/Remove eSignature' button is highlighted with a red box. The main area displays a 'Documents List' with a tree view showing folders for '2023-2024 (6)', 'Plans (4)', and 'Meeting Invitations (2)'. Under 'Plans (4)', there are four documents: 'DE Private School Plan (05/13/2024-05/13/2025)', 'DE Elementary IEP (05/06/2024-05/05/2025)', 'DE Secondary IEP (05/06/2024-05/05/2025)', and 'DE Pre-School IEP (05/06/2024-05/05/2025)'. Under 'Meeting Invitations (2)', there are two documents: 'DE Meeting Invitation (06/10/2024)' and 'DE Meeting Invitation (04/15/2024)'. At the bottom, a 'Document Detail' section shows: Portal: Unpublished, Locked: No, Date: 05/06/2024 - 05/05/2025, Created Date: 05/23/2024 09:46:25, Last Modified Date: 06/06/2024 10:16:54, Type: AR_RED, Created By: Administrator, System, and Modified By: Administrator, System.


Request eSignature on Portal Button

A dialog prompts the user to select one guardian from the list under the **Select Guardians** section. At this time, only one guardian can sign the plan or evaluation.

Guardian(s) without active portal accounts display in the **Guardian(s) - Parent portal account not active** section.

The dialog box contains the following text: 'Requesting eSignatures will make the document read-only. Select one from the list of guardians with active Portal accounts to eSign the plan.' Below this, there are two sections. The first is 'Select Guardian(s)' with a radio button next to 'Niiam Acquah'. The second is 'Guardian(s) - Parent portal account not active' with the name 'Brenda Wilson'. At the bottom, there are 'Ok' and 'Cancel' buttons.

Request eSignature Dialog

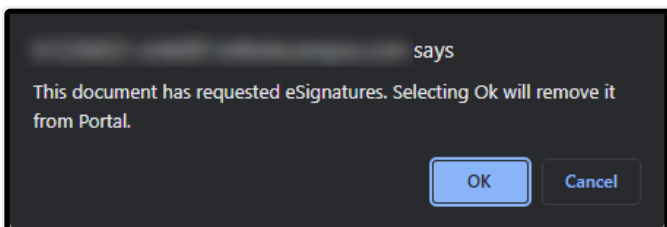
Click **Ok** to send the eSignature request. A checkmark icon  displays next to the document's name, indicating that it has been successfully sent to the guardian. Information in the Document Detail also lists when the eSignature Request was sent and to which guardian.

Checkmark Icon and Document Detail eSignature Information

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 document before the guardian has a chance to sign. A warning displays confirming the removal of the plan from the Portal. Click **Ok** to confirm or **Cancel** to go back.

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

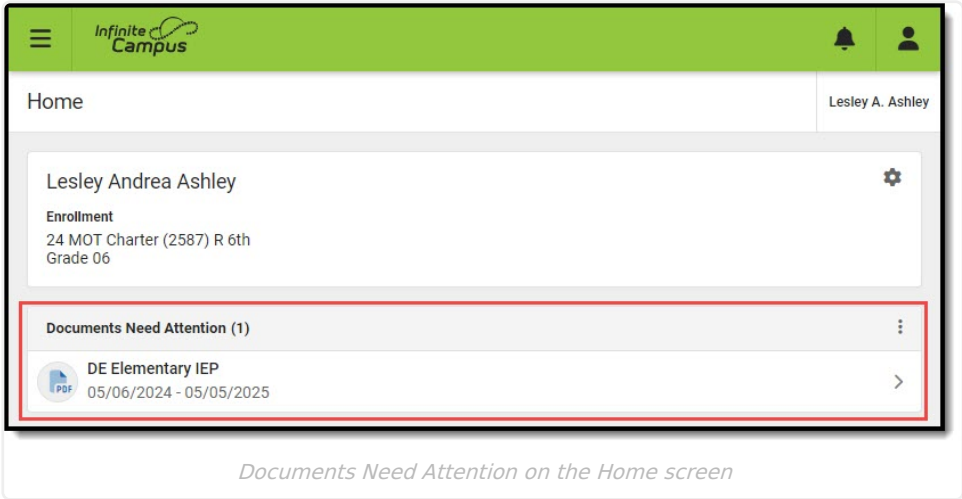


Remove eSignatures Warning

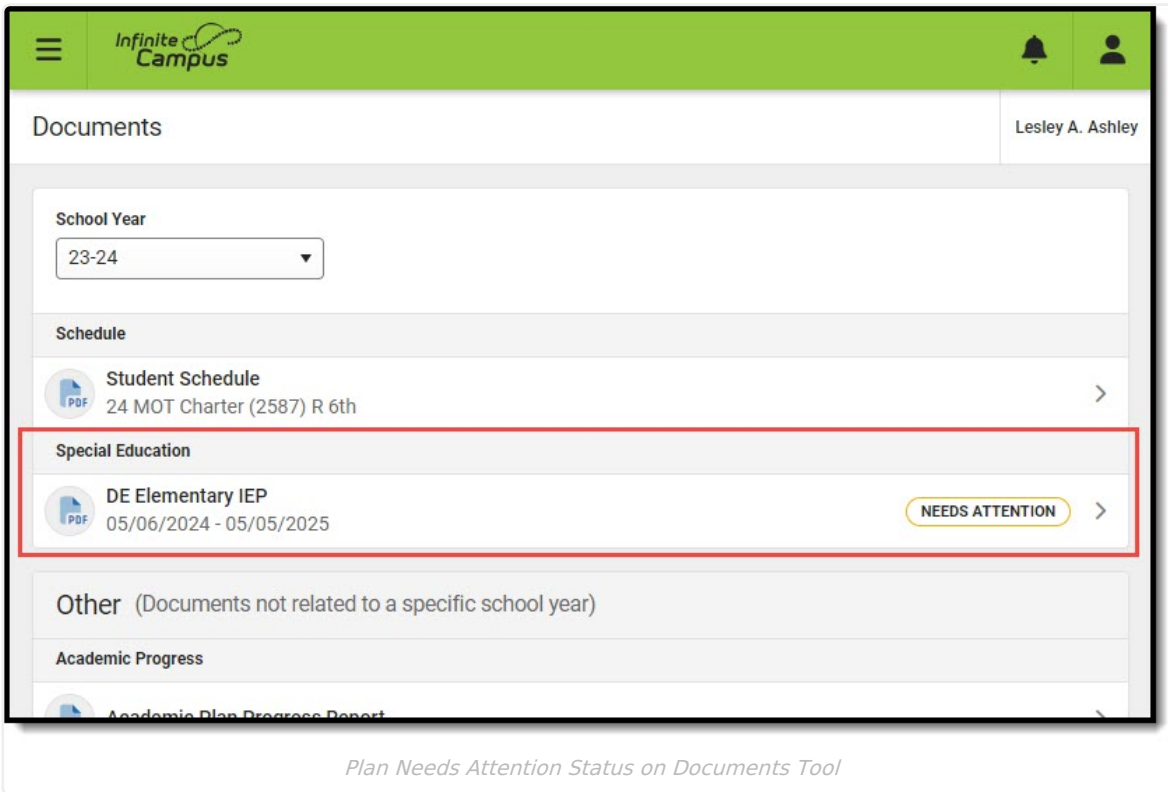
Guardian Review

Tool Search: [Campus Parent Portal](#), [Campus Student Portal](#) (read-only)

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

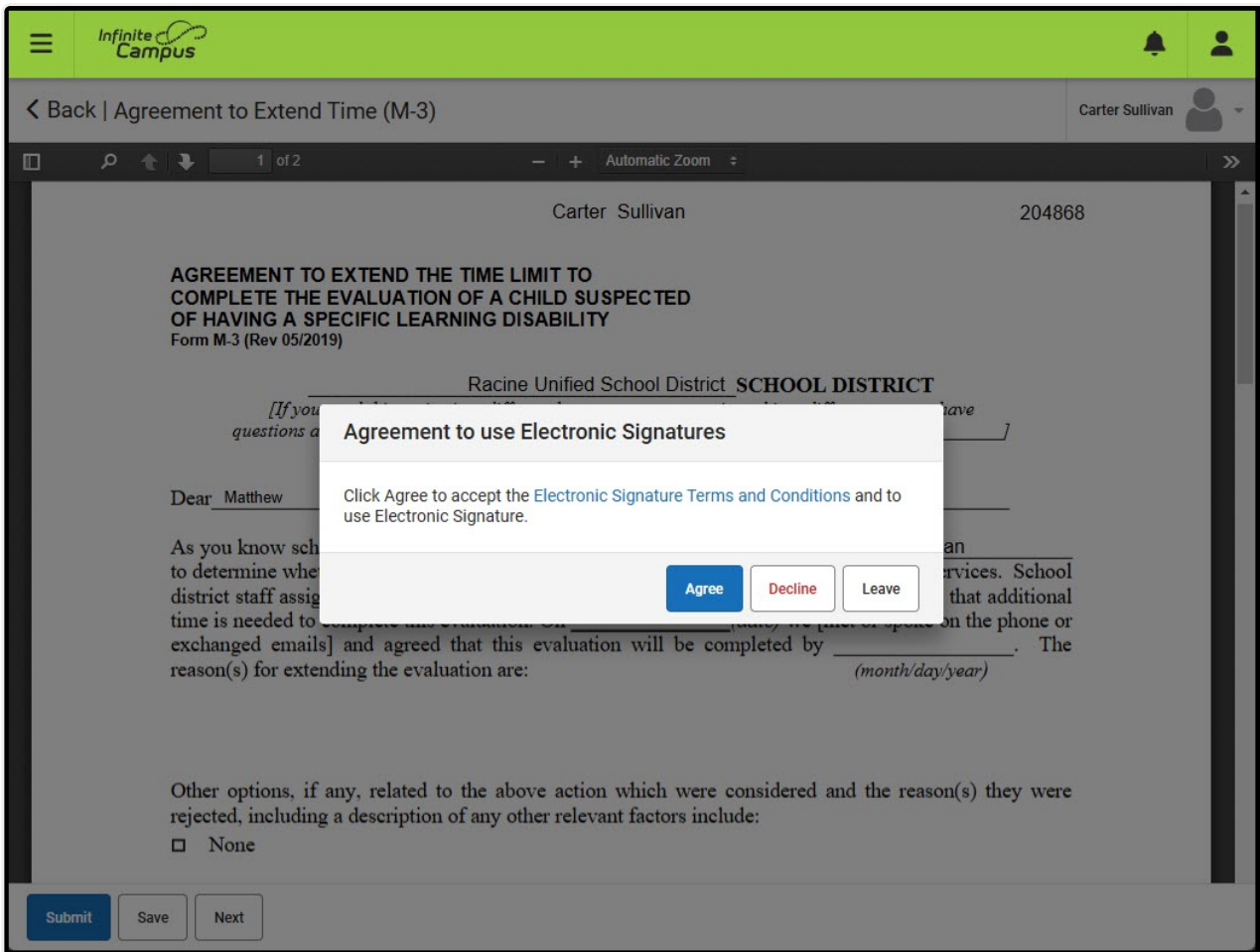


A **Needs Attention** status displays next to the document's name on the Documents tool.



Terms and Conditions

Upon opening the document, the **Terms and Conditions** dialog displays, explaining that the guardian must accept the Terms and Conditions for Electronic Signature before saving and submitting the plan. A link in the dialog opens a PDF detailing the terms.

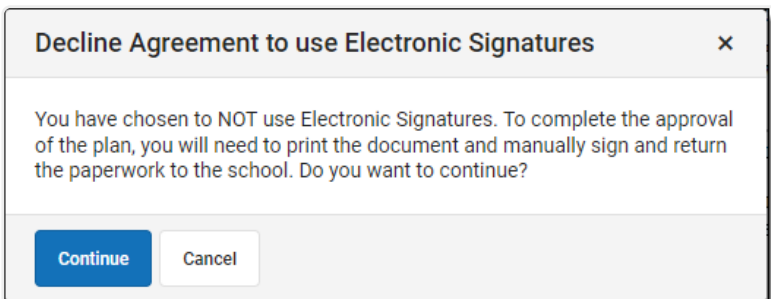


Agreement to Use Electronic Signature Dialog

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

Decline Terms

When the guardian declines the terms, a physical copy of the plan must be printed, 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.



Decline Terms Dialog

When a guardian declines the terms, the status **Declined Terms and Conditions and Pending** displays next to the document's name in the Documents tool.

Special Education

DE Elementary IEP
05/06/2024 - 05/05/2025

DECLINED TERMS & CONDITIONS & PENDING >

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.

< Back | DE Elementary IEP 05/06/2024 - 05/05/2025 Lesley A. Ashley

5 of 9 Automatic Zoom

SIGNATURES

<input type="checkbox"/> Yes	<input type="checkbox"/> No	I acknowledge that I have received a copy of the Procedural Safeguards. My due process rights under these Procedural Safeguards have been explained to me
<input type="checkbox"/> Yes	<input type="checkbox"/> No	I agree with the program described in this document
<input type="checkbox"/> Yes	<input type="checkbox"/> No	I agree with the placement decision as noted above and discussed at this meeting
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	At least one year before the age of majority (18), the student has been informed that rights will transfer to him/her unless a legal guardian has been appointed

Parent/Student Signature

Parent/Student Signature

Method of Contact

**INFORMATION RELEASE CONSENT FORM FOR SPECIAL EDUCATION AND RELATED SERVICES
SUPPORT ACCESS TO PUBLIC BENEFITS/INSURANCE**

STUDENT NAME: Lesley Ashley	STUDENT DATE OF BIRTH: 11/08/2011
SCHOOL DISTRICT/CHARTER SCHOOL: MOT Charter School	

I hereby authorize this school MOT Charter to release this student's records and information to

Submit
Save
Next

Blank eSignature Example

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

YES, I give the school permission to share this student's education and health-related information with Medicaid, including billing information.

NO, I do not give the school permission to share this student's education and health-related information with Medicaid

Signed by (check only one): Student (if over 18 years of age) Parent Guardian Custodian

Signature: Latoya Ashley

Print Name: _____ Date: _____

PRIOR WRITTEN NOTICE

Submit Save Next

Completed eSignature Example

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

Special Education

DE Elementary IEP

05/06/2024 - 05/05/2025

SIGNED & PENDING


>

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 document. A Draft watermark displays, indicating the document has not yet been completed.

plan.fop
1 / 9 | - 95% +
📄 🔄



INDIVIDUALIZED EDUCATION PROGRAM (IEP)
Elementary IEP
State of Delaware

STUDENT INFORMATION

Student Name: <u>Lesley Andrea Ashley</u>	Student ID#: <u>243129</u>
DOB: <u>11/08/2011</u>	Current Grade: <u>06</u>
Address: <u>250 Edgar Rd, Townsend, DE 19734</u>	
District of Residence: _____	
Attending Building: <u>MOT Charter</u>	
Disability Classification: <u>1000: Autism</u>	

IEP STATUS

Meeting Date: <u>06/10/2024</u>	Most Recent ESR Date: _____
IEP Initiation Date: <u>05/06/2024</u>	IEP End Date: <u>05/05/2025</u>


PARENT/GUARDIAN INFORMATION

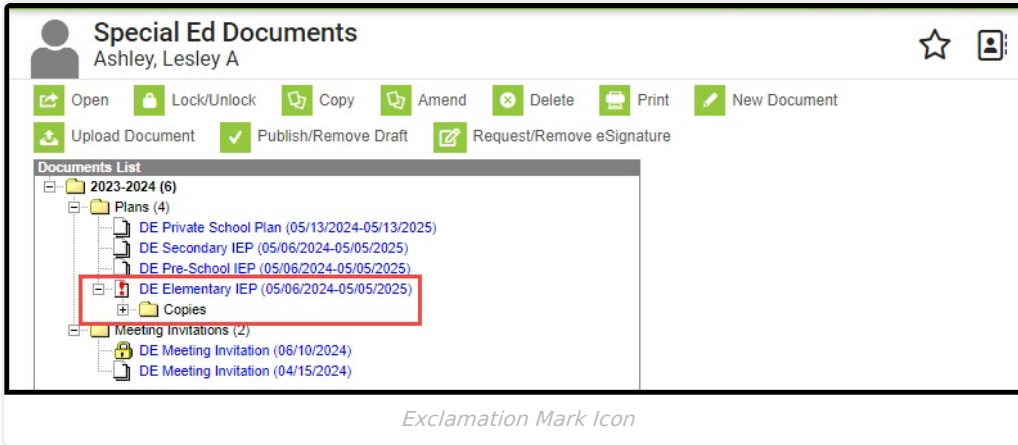
Parent/Guardian 1: <u>Latoya Ashley</u>	
Address: <u>250 Edgar Rd, Townsend, DE 19734</u>	
Home Phone: <u>(999)555-3178</u>	Email Address: _____
Parent/Guardian 2: <u>Regi Ashley</u>	
Address: <u>250 Edgar Rd, Townsend, DE 19734</u>	
Home Phone: <u>(999)555-3178</u>	Email Address: _____

Non-Signing Guardian View

Complete

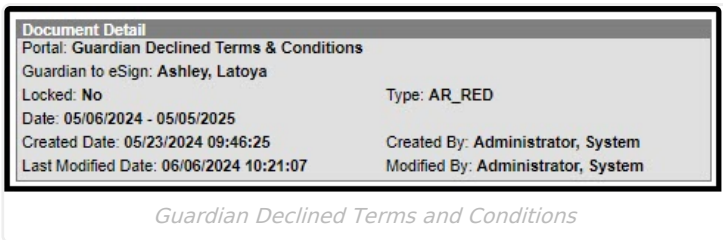
Tool Search: [Special Ed Documents](#)

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 document's name, indicating that action is needed.



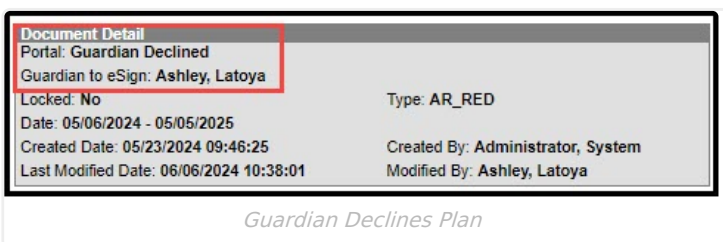
Guardian Declined Terms

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 Plan

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



Guardian Agreed Terms and Plan

When a guardian accepts the Terms and Conditions, agrees to the document's contents, 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.

Any changes made to the document at this stage invalidate the signatures. When changes to the document are needed, an additional eSignature Request must be sent back to the guardian.

Document Detail

Portal: Guardian eSigned

Guardian to eSign: Ashley, Latoya

Locked: No Type: AR_RED

Date: 05/06/2024 - 05/05/2025

Created Date: 05/23/2024 09:46:25 Created By: Administrator, System

Last Modified Date: 06/06/2024 11:02:37 Modified By: Ashley, Latoya

Document Detail Information

Lock

Locking the document completes the process and syncs it to the state.

Additional lock logic may apply when the document is not fully filled out.

Click **Lock** to complete the document process. A warning displays indicating that users are unable to make any changes unless they have additional Unlock Tool Rights.

[Name] says

You will not be able to make additional changes unless you have Unlock Rights. Click OK to proceed or Cancel to go back.

OK
Cancel

Lock Warning Message

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

Documents List

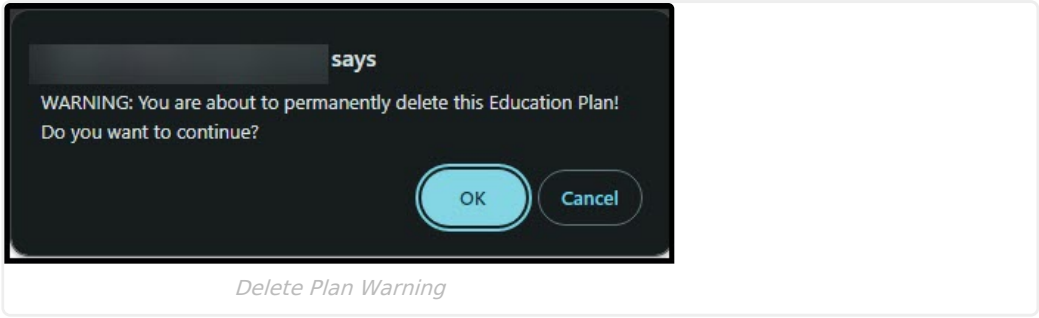
- 2023-2024 (6)
 - Plans (4)
 - DE Private School Plan (05/13/2024-05/13/2025)
 - DE Secondary IEP (05/06/2024-05/05/2025)
 - DE Pre-School IEP (05/06/2024-05/05/2025)
 - DE Elementary IEP (05/06/2024-05/05/2025)
 - Meeting Invitations (2)
 - DE Meeting Invitation (06/10/2024)
 - DE Meeting Invitation (04/15/2024)

Locked Plan

Delete

Deleting the original plan or any copies of the plan is NOT recommended.

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



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

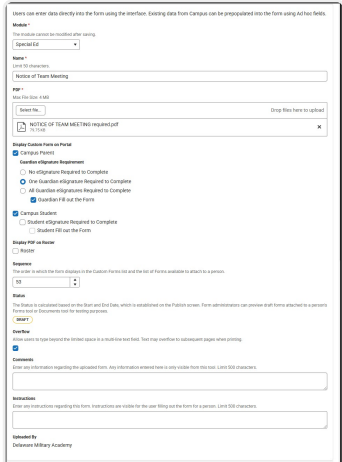
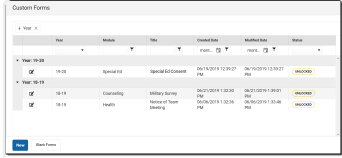
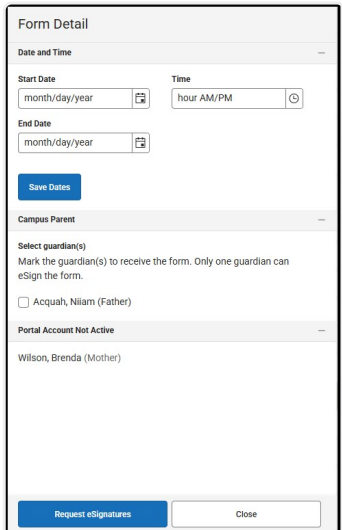
Amend

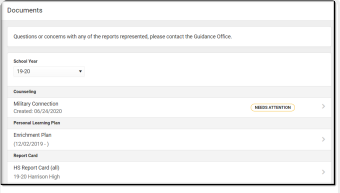
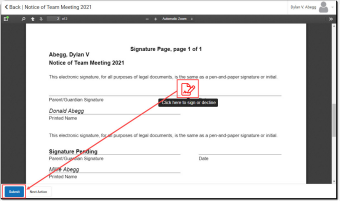
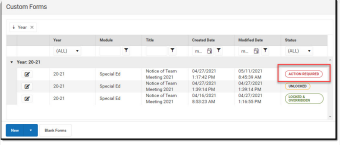
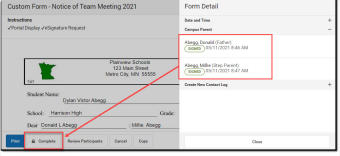
When amending a plan with eSignatures, the eSignature for the IEP Implementation editor clears out. Once the amendment process is complete, the plan must be returned to the parent/guardian for re-signature. The amendment process is the same for plans with and without eSignature functionality. See the [Amend Special Ed Documents](#) article for the full Amend process.

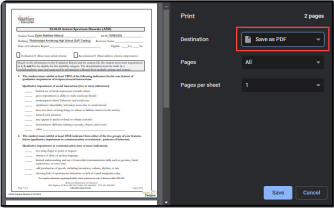
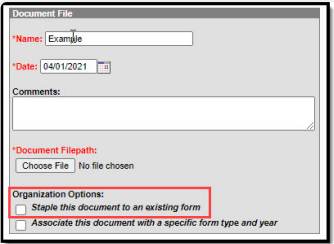
Custom Forms Process

See the [Custom Forms on Portal Process](#) document for additional information.

Step	Description	Navigation	Image <i>Click to Enlarge</i>
------	-------------	------------	----------------------------------

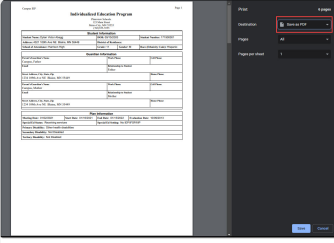
Step	Description	Navigation	Image <i>Click to Enlarge</i>
<p>1. Create a Custom Form</p>	<p>Create a page to be sent to the Portal for eSignature.</p>	<p>Student Information > General Student Administration > Custom Form Setup</p>	 <p><i>Custom Forms Setup</i></p>
<p>2. Attach Custom Form to Student</p>	<p>Assign the eSignature Custom Form to the student.</p>	<p>Student Information > General > Forms > New</p>	 <p><i>Forms tool</i></p>
<p>3. Send to Portal</p>	<p>Click the Review Participants button, then the Request eSignatures button.</p>	<p>Student Information > General > Forms > Review Participants > Request eSignatures</p>	 <p><i>Request eSignatures</i></p>

Step	Description	Navigation	Image <i>Click to Enlarge</i>
<p>4. Parent(s)/guardian(s) and/or Student Receives Document</p>	<p>The parent/guardian and student receives a notification when they have a Document that needs to be signed.</p>	<p>Campus Parent Portal and/or Campus Student Portal > Documents</p>	 <p><i>Campus Parent/Student Portal Documents Need Attention</i></p>
<p>5. Parent(s)/guardian(s) and/or Student Signs or Declines Custom Form</p>	<p>The parent(s)/guardian(s) sign or decline the document. Click the signature icon to sign or decline, then click Submit.</p>	<p>Campus Parent Portal and/or Campus Student Portal > Documents > Signature icon > Submit</p>	 <p><i>Signature Icon and Submit</i></p>
<p>6. Admin/teacher receives signed or declined form</p>	<p>Signed or declined form received.</p>	<p>Student Information > General > Forms</p>	 <p><i>Signed or Declined Form Received</i></p>
<p>7. Review Signatures and Complete</p>	<p>Review the signed or declined form and click Complete.</p>	<p>Student Information > General > Forms > Review Participants</p>	 <p><i>Review Signature(s) and Complete Form</i></p>

Step	Description	Navigation	Image <i>Click to Enlarge</i>
8. Save Custom Form as PDF	Click the Print button, then save the form as a PDF.	Student Information > General > Forms > Print > Save as PDF	 <p style="text-align: center;"><i>Save as PDF</i></p>
9. Upload PDF and Staple to Special Ed Document	Upload the PDF and Staple the document to the original Special Ed document.	Student Information > Special Ed > Special Ed Documents > Upload Document > Organization Options: Staple this document to an existing form	 <p style="text-align: center;"><i>Upload and Staple Document</i></p>

Third-Party Process

Third-party eSignature applications, such as DocuSign, can be used as an alternative to Campus tooling, which allows users to add an electronic signature field directly to the Special Ed Document. This document provides a general overview of how to prepare a document for use in third-party software and completion in Campus.

Step	Description	Navigation	Image <i>Click to Enlarge</i>
1. Save Document as PDF	Click the Print button, then save the document as a PDF.	Student Information > Special Ed > Special Ed Documents > Print > Save as PDF	 <p style="text-align: center;"><i>Save Special Ed Document as PDF</i></p>

Step	Description	Navigation	Image <i>Click to Enlarge</i>
2. Third Party eSign Process	Use the PDF to complete the eSignature Process using the third-party software.	N/A	N/A
3. Upload PDF and Staple to Special Ed Document	Upload the PDF and Staple the document to the original Special Ed document.	Student Information > Special Ed > Special Ed Documents > Upload Document > Organization Options: Staple this document to an existing form	