

Plan eSignature Editors (Nevada)

Last Modified on 12/14/2025 8:45 pm CST

[Procedural Safeguards](#) | [IEP Implementation](#) | [Medicaid Consent](#) | [Ad Hoc Inquiries](#)

Tool Search: 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.

See the core [Special Ed eSignature Process](#) article for information on the overall process and setup for eSignature documents.

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

See the [Nevada Department of Education website](#) for additional Nevada Special Education process guidance.

See the [Nevada Individual Education Plan](#) article for the most updated print format.

Editor Home - NV IEP With Transition ⓘ			
NAME	STATUS	MODIFIED BY	COMPLETED BY
Education Plan	IN PROGRESS	System Administrator 5/16/23 12:00 PM	
Student Information	IN PROGRESS	System Administrator 5/16/23 12:57 PM	
Parent/Guardian Information	IN PROGRESS	System Administrator 5/16/23 1:00 PM	
Meeting Participants	IN PROGRESS	System Administrator 5/16/23 1:03 PM	
Procedural Safeguards ESIGN	COMPLETE PENDING ESIGNATURE	System Administrator 5/17/23 9:37 AM	System Administrator 5/17/23 9:37 AM
Present Levels (PLAAFP)	IN PROGRESS	System Administrator 5/16/23 1:10 PM	
Strengths, Concerns, Interests, and Preferences	IN PROGRESS	System Administrator 5/16/23 1:12 PM	

Nevada IEP with Transition Editor Home

Procedural Safeguards

Procedural Safeguards
COMPLETE PENDING ESIGNATURE
ESIGN
Editor 5 of 22

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.

☐

At least one year prior to reaching age 18, students must be informed of their rights under IDEA and advised that these rights will transfer to them at age 18 *

☐ Not applicable. Student will not be 18 within one year, and the student's next annual IEP meeting will occur no later than the student's 17th birthday.

☒ The student has been informed of his/her rights under IDEA and advised of the transfer of these rights at age 18.

Procedural Safeguards Editor

1. Navigate to the **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.

Not Needed

Complete Pending eSignature

Complete ▼

Complete Pending eSignature Button

IEP Implementation

IEP Implementation
COMPLETE PENDING ESIGNATURE
ESIGN
Editor 20 of 22

IEP Implementation

☐ As the parent, I agree with the components of the 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 the 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.

A copy of this IEP was provided to the student's parent *

☒

Date Provided *

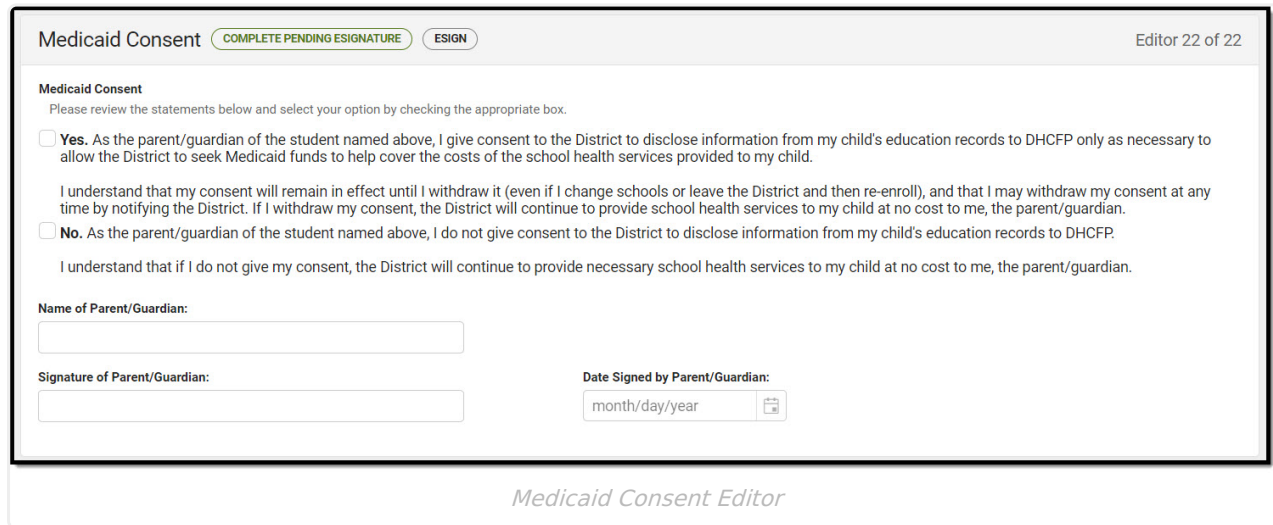
03/06/2023

IEP Implementation Editor

1. Navigate to the **IEP Implementation** editor.
2. Mark the **A copy of this IEP was provided to the student's parent** checkbox and enter a **Date Provided**.
3. Click **Save & Stay**.
4. 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.

Medicaid Consent



1. Navigate to the **Medicaid Consent** editor. This editor can be placed in a Not Needed or Complete Pending eSignature status, depending on whether or not the student qualifies for Medicaid assistance.
2. 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.



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.

Ad Hoc Inquiries

[Ad Hoc eSignature Field Descriptions](#) | [Ad Hoc eSignature Examples](#)

Tool Search: [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.

Filter Designer

Ad Hoc Query Wizard - Field Selection

Select fields to use for creating a filter for which logic and output formatting may be applied. Click a field within the All Fields window, or use the Add Function option to add the field to the Selected Fields window. To remove a field from the Selected Fields window, select the field(s) and click the back arrow <---. The output will sequence the fields in the order selected; however, the sequence can be changed on the Output Formatting screen. At least one field must be selected to continue.

Field Selection > Filter Parameters > Output Formatting > Grouping and Aggregation

*Query Name: NV eSignature Example

Short Description:

Long Description:

Select categories & fields

Filter By

Search

Clear

All Fields

Nevada Fields

planID

interimIEP

initialIEP

annualIEP

iepFollowing3YrReeval

revisionToIEP

revisionDate

exit

exitReason

iepRevisionWithoutMeeting

meetingRequester

other

otherReason

eSignField1

eSignStatus1

eSignDescription1

eSignPersonID1

eSignLastName1

eSignFirstName1

eSignRelationship1

eSignActionTime1

eSignModifiedByID1

eSignModifiedDate1

Add Function

Selected Fields

nvFields.eSignField1

nvFields.eSignStatus1

nvFields.eSignDescription1

nvFields.eSignPersonID1

nvFields.eSignLastName1

nvFields.eSignFirstName1

nvFields.eSignRelationship1

nvFields.eSignActionTime1

nvFields.eSignModifiedDate1

nvFields.eSignField2

nvFields.eSignStatus2

nvFields.eSignDescription2

nvFields.eSignLastName2

nvFields.eSignFirstName2

nvFields.eSignRelationship2

nvFields.eSignActionTime2

nvFields.eSignModifiedByID2

nvFields.eSignModifiedDate2

nvFields.eSignField3

nvFields.eSignStatus3

nvFields.eSignDescription3

nvFields.eSignPersonID3

nvFields.eSignLastName3

nvFields.eSignRelationship3

nvFields.eSignActionTime3

nvFields.eSignModifiedByID3

nvFields.eSignModifiedDate3

<---

Edit Function

Save To: User Account

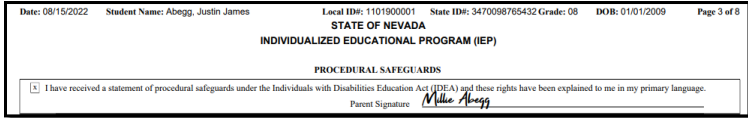
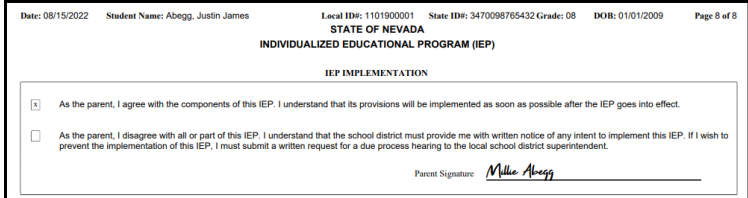
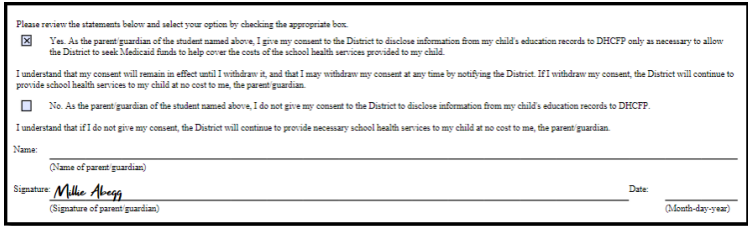
Folder /

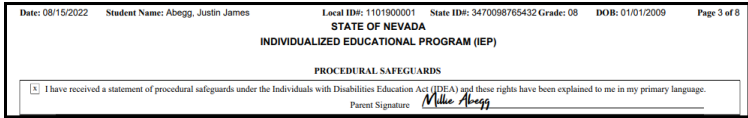
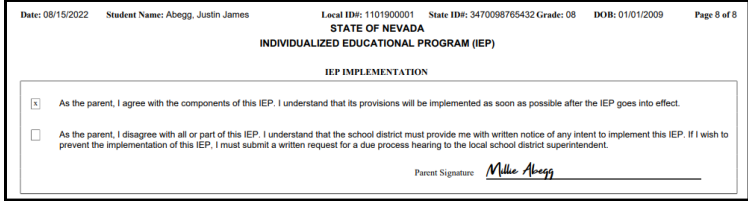
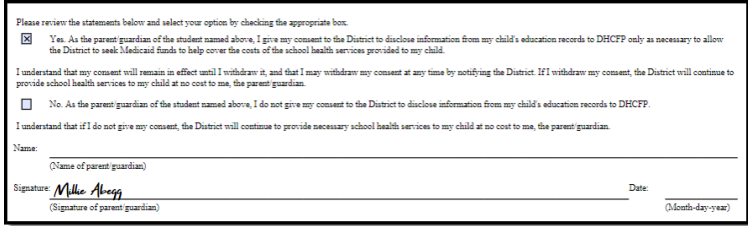
Nevada eSignature Ad Hoc Fields

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.

Ad Hoc Field	Description and Plan Location (if applicable) <i>Click to enlarge images</i>
nvFields.eSignField1	<p>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:</p> <p>Procedural Safeguards</p>  <p>Agreement</p>  <p>Medicaid Agreement</p> 
nvFields.eSignStatus1	<p>The status of the signature. Options include:</p> <ul style="list-style-type: none"> • 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.

Ad Hoc Field	Description and Plan Location (if applicable) <i>Click to enlarge images</i>
nvFields.eSignDescription1	<p>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.</p> <p>Received a statement of procedural safeguards (Procedural Safeguards checkbox - I have received a statement...)</p>  <p>Agree with the components of this IEP (Agreement Checkbox - As the parent, I agree...)</p>  <p>Disagree with all or part of this IEP (Agreement Checkbox - As the parent, I disagree...)</p> <p>Yes (Medicaid Agreement Checkbox - Yes. As the parent/guardian...)</p>  <p>No (Medicaid Agreement Checkbox - No. As the parent/guardian...)</p>
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.

Ad Hoc Field	Description and Plan Location (if applicable) <i>Click to enlarge images</i>
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 \(Nevada\) \[.2319 and previous\]](#)