

Individual Education Plan eSignature Process (Nevada)

Last Modified on 06/05/2024 8:28 am CDT

[Setup](#) | [Request eSignature](#) | [Guardian Review](#) | [Complete](#) | [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.

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.

▼ 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 checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" 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
Document Sections	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Amend Plan	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Copy	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Lock	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Unlock	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input 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

Request eSignature on Portal Tool Right

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.

The screenshot shows the 'Portal Display Options' configuration page for Harrison High. It is titled 'Display Options Template' and includes 'Expand All' and 'Collapse All' buttons. Under the 'Documents' section, there are checkboxes for 'Student' and 'Parent' for 'Enable Documents Tool'. The 'Reports and Plans' section contains a list of items with checkboxes for 'Student' and 'Parent':

- Academic Progress: Student, Parent
- Default Student Schedule: Student, Parent
- Personal Learning Plan: Student, Parent
- Program Participation: Student, Parent
- Response to Intervention: Student, Parent
- Special Education Plan: Student, Parent
- Draft Special Education Plan: Student, Parent
- Request eSignature Special Education Plan**: Student, Parent
- Special Education Other Documents: Student, Parent

At the bottom, there are buttons for 'Save', 'Manage Calendars', 'Delete', and 'Close'.

Request eSignature Special Education Plan Portal Display Option

Establish Relationships and Portal Accounts

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 ☆

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 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.

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

Prepare eSignature Editors

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

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

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

4. Navigate to the **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.

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.

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.

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.

Special Ed Documents
Abegg, Justin J

Medical Condition(s) HS Graduation After School Care

Open Lock/Unlock Copy Amend Delete Print New Document

Upload Document Publish/Remove Draft **Request/Remove eSignature**

Documents List

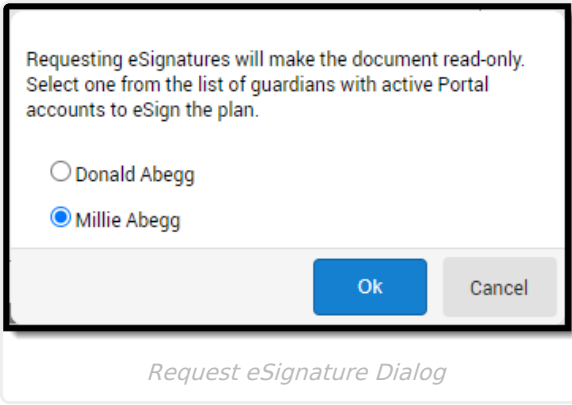
- 2022-2023 (3)
 - Plans (3)
 - NV IEP Data Plan (11/01/2022-10/31/2023)
 - NV IEP With Transition (09/12/2022-09/11/2023)
 - Campus Default IEP (With PLAAFP) (07/14/2021-07/13/2022)
- 2020-2021 (1)
- 2018-2019 (1)


Document Detail

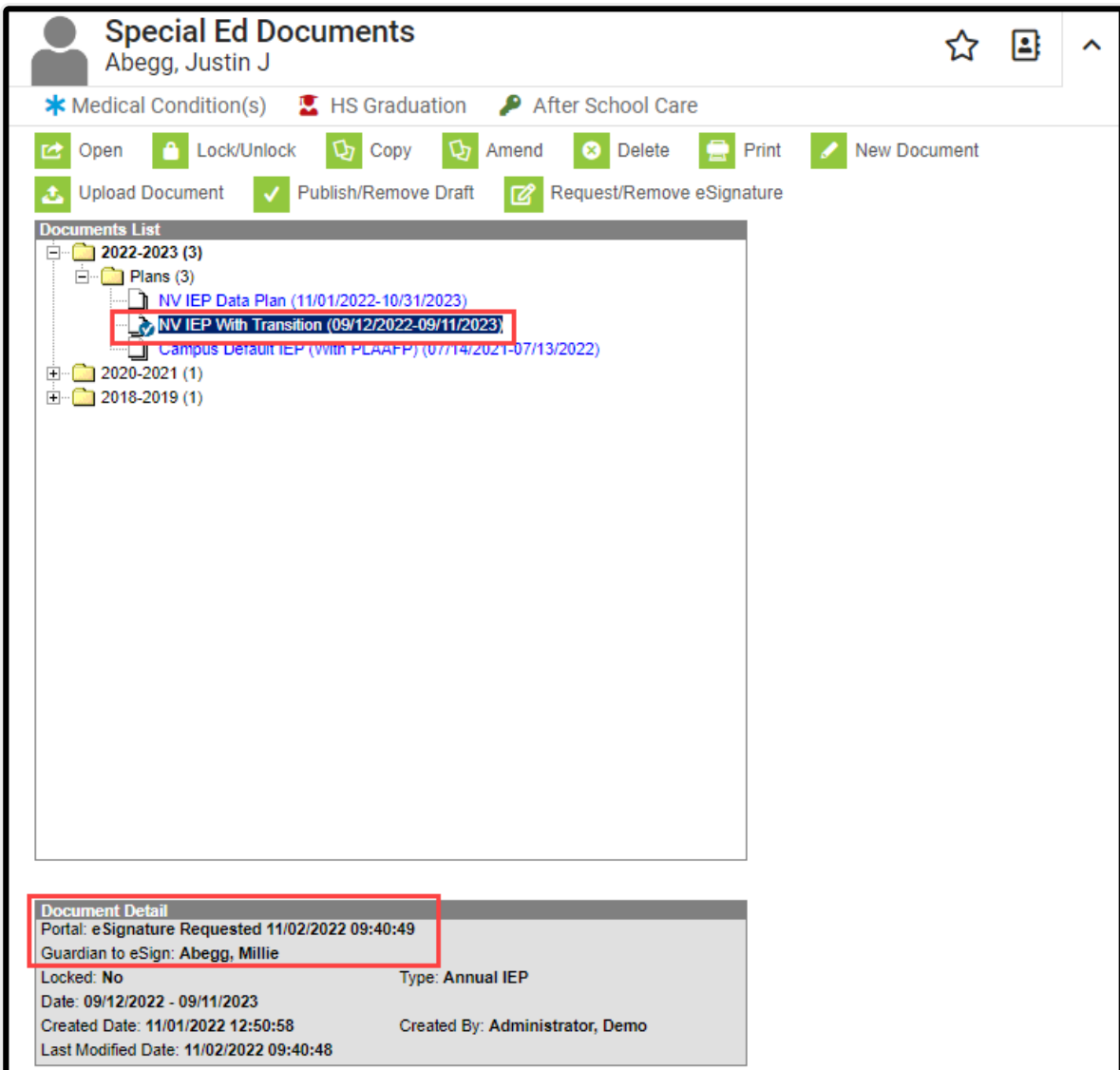
Portal: Unpublished
 Locked: No Type: Annual IEP
 Date: 09/12/2022 - 09/11/2023
 Created Date: 11/01/2022 12:50:58 Created By: Administrator, Demo
 Last Modified Date: 11/01/2022 13:00:22

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.



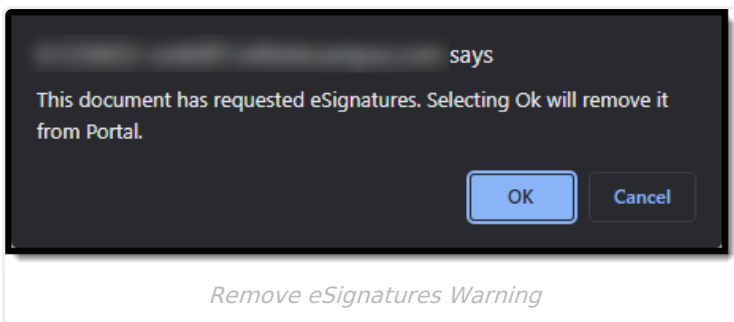
Click **Ok** to send the eSignature request. A checkmark icon  displays next to the name of the plan indicating it has successfully been sent to the guardian. Information in the Document Detail also lists when the eSignature Request was sent and to which guardian.



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.



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.

Today Tuesday, November 8, 2022



Justin James Abegg

Student Number

1101900001

22-23 Fillmore Middle School

Grade 08

Assignments Due Today

No assignments.

Assignments Due Tomorrow

No assignments.

Documents Need Attention

NV IEP With Transition

10/03/2022 - 10/02/2023



Documents Need Attention on the Today screen

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

Documents
Justin J. Abegg

School Year

22-23 ▼

Report Card

Fillmore Report Card Gr 6
22-23 Fillmore Middle School >

Fillmore Report Card Gr 7-8
22-23 Fillmore Middle School >

Schedule

Student Schedule
22-23 Fillmore Middle School >

Special Education

NV IEP With Transition
09/12/2022 - 09/11/2023 >

NEEDS ATTENTION

Other (Documents not related to a specific school year)

Academic Progress

Academic Plan Progress Report >

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.

< Back | NV IEP With Transition 09/12/2022 - 09/11/2023 Justin J. Abegg

STATE OF NEVADA
INDIVIDUALIZED EDUCATIONAL PROGRAM (IEP)

INFORMATION

STUDENT/PARENT INFORMATION	ELIGIBILITY CATEGORY	MEETING INFORMATION
Student: Abegg, Justin James Sex: M Birthdate: 01/01/2009 Grade: 06 Student ID #: 1101900001 Student Primary Language: English Student English Proficiency Code (optional): Address: 4321 109th Ave NE Blaine, NV 55449 Student Phone: (763)555-0199 LEP Status: Federal Placement Code: Federal Student Ethnicity Code: Parent/Guardian/Surrogate: Parent Phone (Home): (763): Optional: Cell: (763)555-0199 Primary Language Spoken at Home: Interpreter or Other Accommodations Needed: Emergency Contact/Phone Number: Parent/Guardian/Surrogate: Millie Abegg (Mother) Parent Phone (Home): (763)555-0199 (Work): Optional: Cell: (763)555-0197 Email: ParentTwo@infinitecampus.com Primary Language Spoken at Home: English Current School: 175 - Fillmore Middle School Zoned School:	<input type="checkbox"/> Autism Spectrum Disorder <input type="checkbox"/> Deaf/Blind <input type="checkbox"/> Developmental Delay <input type="checkbox"/> Emotional Disturbance <input type="checkbox"/> Health Impairment <input type="checkbox"/> Hearing Impairment/Deaf <input type="checkbox"/> Intellectual Disability <input type="checkbox"/> Multiple Impairments	DATE OF MEETING: 08/15/2022 DATE OF LAST IEP MEETING: PURPOSE OF MEETING: <input type="checkbox"/> Interim IEP <input type="checkbox"/> Initial IEP <input checked="" type="checkbox"/> Annual IEP <input type="checkbox"/> IEP Following 3-Yr Reevaluation Transition To/From Dated: Without A Meeting: <input type="checkbox"/> Parent or <input type="checkbox"/> School District BEGIN: 09/12/2022 END: 09/11/2023 REVISES: 08/21/2023

Agreement to use Electronic Signatures ✕

Click Agree to accept the Electronic Signature Terms and Conditions and to use Electronic Signature.

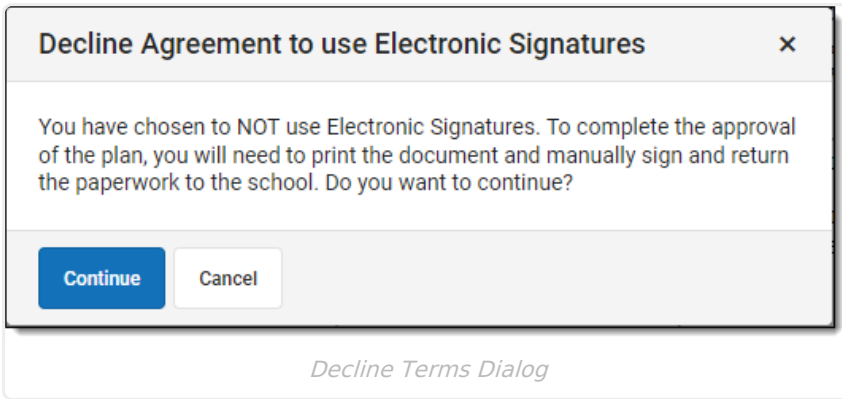
July 2018 - Infinite Campus Format 2020 IEP Page 1

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.




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.



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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8 of 8 Automatic Zoom


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

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  _____


A copy of this IEP was provided to the student's parent on: _____ by _____

(Date) (Print Name) (Print Title)

July 2018 - Infinite Campus Format 2020 IEP Page 8

Submit Save Next

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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3 of 8 Automatic Zoom

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

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 Milke Abegg

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.

PRESENT LEVELS OF ACADEMIC ACHIEVEMENT AND FUNCTIONAL PERFORMANCE

Consider results of the initial evaluation or most recent reevaluation, and the academic, developmental, and functional needs of the student, which may include the following areas: academic achievement, language/communication skills, social/emotional/behavior skills, cognitive abilities, health, motor skills, adaptive skills, pre-vocational skills, vocational skills, and other skills as appropriate. For students who are 16 or older, or will turn 16 when this IEP is in effect, also consider the results of age appropriate transition assessments related to training/education, employment, and independent living skills: (as appropriate).

ASSESSMENTS CONDUCTED	ASSESSMENT RESULTS	EFFECT ON STUDENT'S INVOLVEMENT AND PROGRESS IN GENERAL EDUCATION CURRICULUM OR, FOR EARLY CHILDHOOD STUDENTS, INVOLVEMENT IN DEVELOPMENTAL ACTIVITIES
No assessments recorded.		

STRENGTHS, CONCERNS, INTERESTS AND PREFERENCES

STATEMENT OF STUDENT STRENGTHS

STATEMENT OF PARENT EDUCATIONAL CONCERNS

STATEMENT OF STUDENT'S PREFERENCES AND INTERESTS (required if transition services will be discussed, beginning at age 14 or younger if appropriate)

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Submit Save Next

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.

Special Education

NV IEP With Transition
09/12/2022 - 09/11/2023

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

plan.fop
3 / 8
74%
+
+
+

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

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 Mike Abegg

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.

PRESENT LEVELS OF ACADEMIC ACHIEVEMENT AND FUNCTIONAL PERFORMANCE

Consider results of the initial evaluation or most recent reevaluation, and the academic, developmental, and functional needs of the student, which may include the following areas: academic achievement, language/communication skills, social/emotional/behavior skills, cognitive abilities, health, motor skills, adaptive skills, pre-vocational skills, vocational skills, and other skills as appropriate. For students who are 16 or older, or will turn 16 when this IEP is in effect, also consider the results of age appropriate transition assessments related to training/education, employment, and independent living skills (as appropriate).

ASSESSMENTS CONDUCTED	ASSESSMENT RESULTS	EFFECT ON STUDENT'S INVOLVEMENT AND PROGRESS IN GENERAL EDUCATION CURRICULUM OR, FOR EARLY CHILDHOOD STUDENTS, INVOLVEMENT IN DEVELOPMENTAL ACTIVITIES
No assessments recorded.		

STRENGTHS, CONCERNS, INTERESTS AND PREFERENCES

STATEMENT OF STUDENT STRENGTHS

STATEMENT OF PARENT EDUCATIONAL CONCERNS

STATEMENT OF STUDENT'S PREFERENCES AND INTERESTS (required if transition services will be discussed, beginning at age 14 or younger if appropriate)


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IEP Page 3

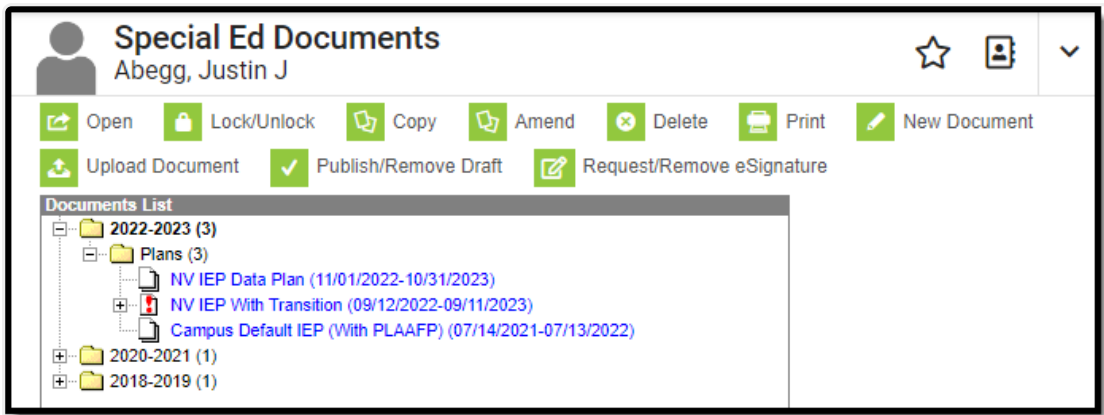
Non-Signing Guardian View

Complete

[Guardian Declined Terms](#) | [Guardian Declined Plan](#) | [Guardian Agreed Terms and Plan](#) | [Lock](#) | [Delete](#) | [Amend](#)

Tool: [Special Ed Documents](#)

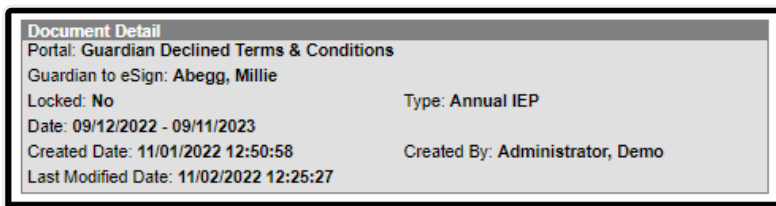
After a guardian has signed OR declined the Terms and Conditions for eSignature, additional completion steps are needed on the Special Ed Documents tool. An exclamation mark icon  displays next to the name of the plan indicating action is needed.



Exclamation Mark Icon

Guardian Declined Terms

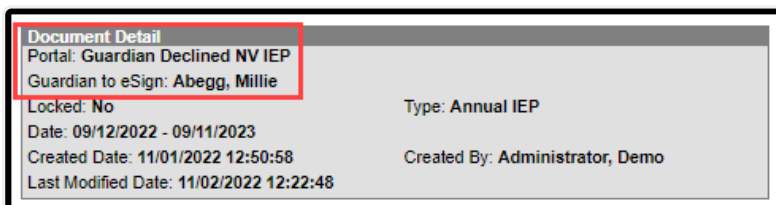
When a guardian declines the Terms and Conditions for eSignature, a message displays on the Document Detail indicating the terms were declined. A physical copy is needed to obtain guardian signatures at this time.



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.

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.

The screenshot displays the 'Special Ed Documents' interface for user 'Abegg, Justin J'. At the top, there are filters for 'Medical Condition(s)', 'HS Graduation', and 'After School Care'. Below these are action buttons: Open, Lock/Unlock, Copy, Amend, Delete, Print, New Document, Upload Document, Publish/Remove Draft, and Request/Remove eSignature. The 'Documents List' shows a tree view with folders for '2022-2023 (3)', '2020-2021 (1)', and '2018-2019 (1)'. Under '2022-2023 (3)', there is a 'Plans (3)' folder containing 'NV IEP Data Plan (11/01/2022-10/31/2023)', 'NV IEP With Transition (09/12/2022-09/11/2023)', and 'Copies'. The 'Copies' folder contains a document 'submitted by Abegg, Millie on 11/02/2022'. The 'Document Detail' panel at the bottom shows: Portal: Guardian eSigned, Guardian to eSign: Abegg, Millie, Locked: No, Type: Annual IEP, Date: 09/12/2022 - 09/11/2023, Created Date: 11/01/2022 12:50:58, Created By: Administrator, Demo, and Last Modified Date: 11/02/2022 10:21:03.

Copies Folder and Document Detail Information

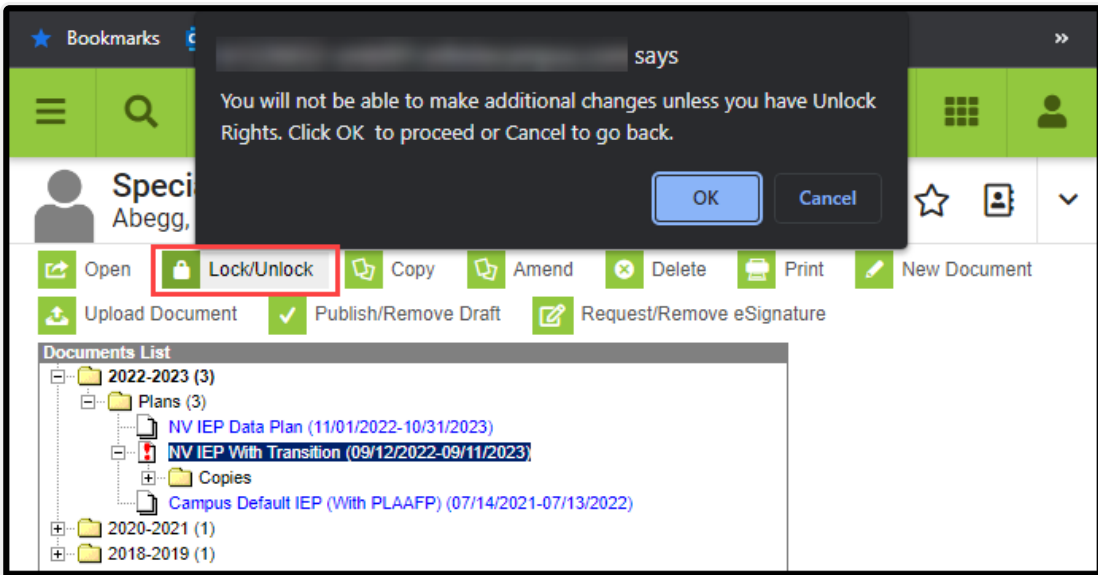
Lock

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.

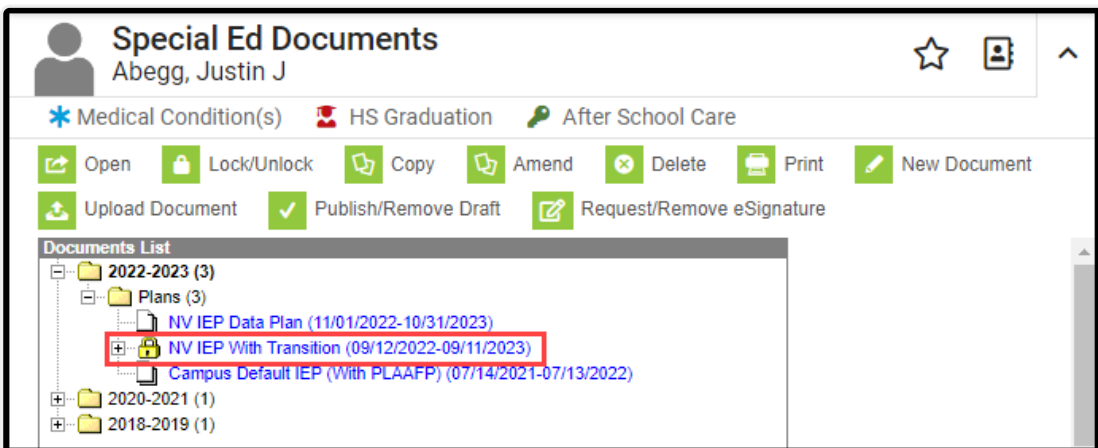
Additional lock logic may apply when the plan was not filled out completely.

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.

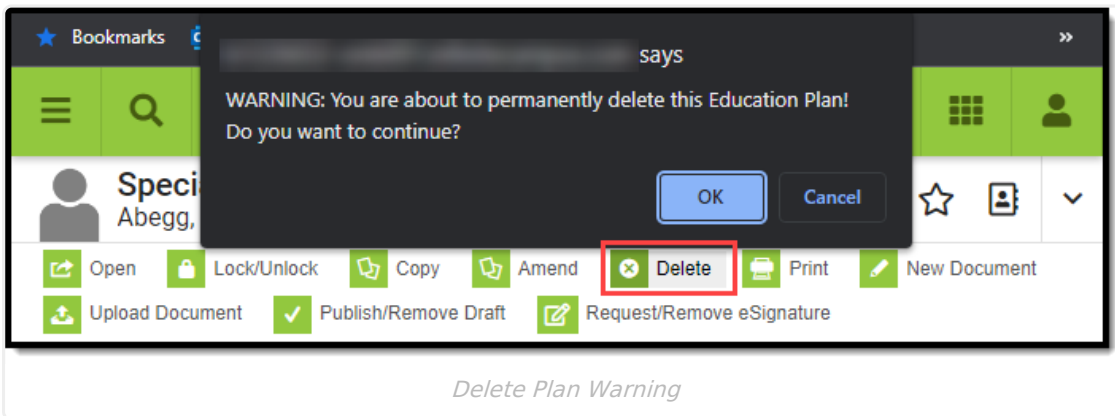


Locked Plan

Delete

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

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.



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.

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:

Short Description:

Long Description:

Select categories & fields

Filter By

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

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.eSignFirstName3
- nvFields.eSignRelationship3
- nvFields.eSignActionTime3
- nvFields.eSignModifiedByID3
- nvFields.eSignModifiedDate3

Save To: User Account

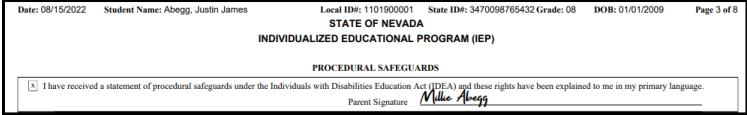
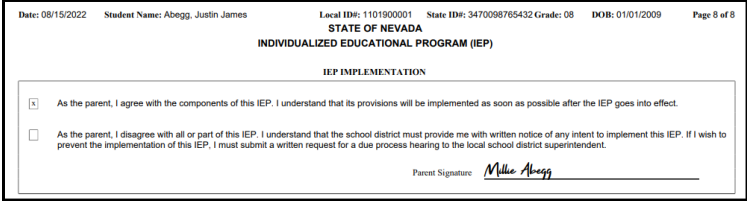
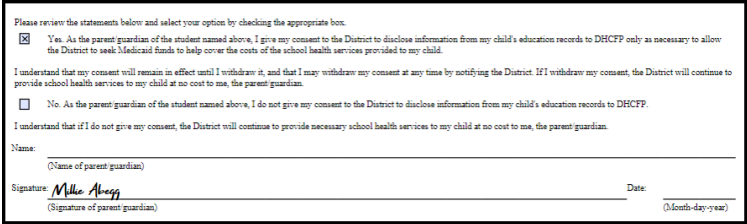
Nevada eSignature Ad Hoc Fields

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>
<p>nvFields.eSignField1</p>	<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> <div data-bbox="673 454 1422 573"> <p>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</p> <p>STATE OF NEVADA INDIVIDUALIZED EDUCATIONAL PROGRAM (IEP)</p> <p>PROCEDURAL SAFEGUARDS</p> <p><input checked="" type="checkbox"/> 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.</p> <p>Parent Signature: <u>Mille Abegg</u></p> </div> <p>Agreement</p> <div data-bbox="673 618 1422 813"> <p>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</p> <p>STATE OF NEVADA INDIVIDUALIZED EDUCATIONAL PROGRAM (IEP)</p> <p>IEP IMPLEMENTATION</p> <p><input checked="" type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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.</p> <p>Parent Signature: <u>Mille Abegg</u></p> </div> <p>Medicaid Agreement</p> <div data-bbox="673 864 1422 1081"> <p>Please review the statements below and select your option by checking the appropriate box.</p> <p><input checked="" type="checkbox"/> 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.</p> <p>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.</p> <p><input type="checkbox"/> 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.</p> <p>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.</p> <p>Name: _____ (Name of parent/guardian)</p> <p>Signature: <u>Mille Abegg</u> Date: _____ (Signature of parent/guardian) (Month-day-year)</p> </div>

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

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 \(Nevada\) \[.2319 and previous\]](#)