

Plan eSignature Editors (Nevada)

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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 Editor 5 of 22

COMPLETE PENDING ESIGNATURE
ESIGN

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.



IEP Implementation

IEP Implementation Editor 20 of 22

COMPLETE PENDING ESIGNATURE
ESIGN

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 *

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:

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.eSignRelationship3
 nvFields.eSignActionTime3
 nvFields.eSignModifiedByID3
 nvFields.eSignModifiedDate3

Save To: User Account

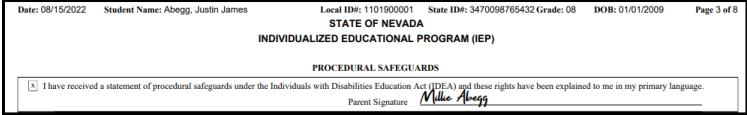
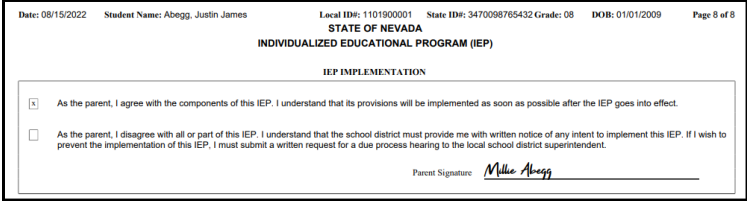
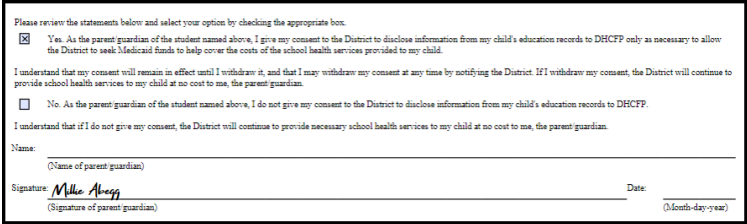
Nevada eSignature Ad Hoc Fields

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>
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> <div data-bbox="671 454 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="671 618 1422 815"> <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="671 864 1422 1084"> <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 \(Nevada\) \[.2319 and previous\]](#)