

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

Last Modified on 05/16/2023 12:08 pm CDT

You are viewing a previous version of this article. See [Individual Education Plan eSignature Process \(Nevada\)](#) for the most current information.

[Setup](#) | [Request eSignature](#) | [Guardian Review](#) | [Complete](#) | [Ad Hoc Inquiries](#)

**Classic View:** [Student Information](#) > [Special Ed](#) > [General](#) > [Documents](#)

**Search Terms:** [Special Ed Documents](#)

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

## Setup

[Tool Rights](#) | [Set Portal Preferences](#) | [Establish Relationships and Portal Accounts](#) | [Create and Enter IEP Information](#)

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

## Tool Rights

**Tool:** [Tool Rights](#)

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

▼ 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.

### Portal Display Options

Display Options Template  
School: Harrison High Template: Harrison High

Expand All Collapse All

**Documents** ✓ Student ✓ Parent

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 checked="" type="checkbox"/> Student	<input checked="" type="checkbox"/> Parent
Default Student Schedule	<input checked="" type="checkbox"/> Student	<input checked="" type="checkbox"/> Parent
Personal Learning Plan	<input checked="" type="checkbox"/> Student	<input checked="" type="checkbox"/> Parent
Program Participation	<input checked="" type="checkbox"/> Student	<input checked="" type="checkbox"/> Parent
Response to Intervention	<input checked="" type="checkbox"/> Student	<input checked="" 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 type="checkbox"/> Student	<input checked="" type="checkbox"/> Parent
Special Education Other Documents	<input checked="" type="checkbox"/> Student	<input checked="" type="checkbox"/> Parent

Custom Modules ⓘ

Save Manage Calendars Delete 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. 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.



**Special Ed Documents** ☆

Abegg, Justin J (Jay)  **Grade:** 08 #1101900001 **DOB:** 01/01/09 **Counselor:** Demo Administrator

 Medical Condition(s)
  HS Graduation
  After School Care

 Save
 Save & Continue
 Print

**Plan Outline nvlEP22**

- Education Plan
- Student Demographics
- Parent/Guardian Information
- Meeting Participants
- Procedural Safeguards
- Present Levels (PLAAFP)
- Strengths, Concerns, Interests, and Preferences
- Special Factors
- Transition
- Transition Services
- Goals and Objectives
- Method for Reporting Progress
- Specially Designed Instruction
- Supplementary Aids and Services
- Related Services
- Statewide and/or District-wide Assessments
- CRT Alternate Assessment
- Extended School Year Services
- Placement
- IEP Implementation
- Enrollment Status
- Medicaid Consent

**Education Plan**

**\*Meeting Type**

Interim IEP

Annual IEP

Revision to IEP Dated

Date:

IEP Revision Without A Meeting:

At the request of:

Initial IEP

IEP Following 3-Yr Reevaluation

Exit/Graduation

Other:

**\*Date of Meeting:**

**Date of Last IEP Meeting:**

**\*IEP Services will Begin:**

**\*Anticipated Duration of Services:**

**\*IEP Review Date:**

**Eligibility**

**\*Eligibility Date:**

**\*Anticipated 3-Yr Reevaluation:**

**Comments:** Note: The Comments text box is limited to 650 characters.

**Household Information**

Interpreter Needed

**Other Accommodations Needed:**

Nevada IEP with Transition Editors

# 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.


The screenshot shows the 'Special Ed Documents' interface for user Justin J. Abegg. 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', and 'New Document'. The 'Request/Remove eSignature' button is highlighted with a red box. Below the buttons is a 'Documents List' showing a tree view of folders: '2022-2023 (3)', '2020-2021 (1)', and '2018-2019 (1)'. Under '2022-2023 (3)', there is a 'Plans (3)' folder containing three documents: 'NV IEP Data Plan (11/01/2022-10/31/2023)', 'NV IEP With Transition (09/12/2022-09/11/2023)', and 'Campus Default IEP (With PLAAFP) (07/14/2021-07/13/2022)'. At the bottom, a 'Document Detail' section shows: 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, and 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.

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 text are two radio button options: 'Donald Abegg' (unselected) and 'Millie Abegg' (selected). At the bottom of the dialog are 'Ok' and 'Cancel' buttons.

*Request eSignature Dialog*

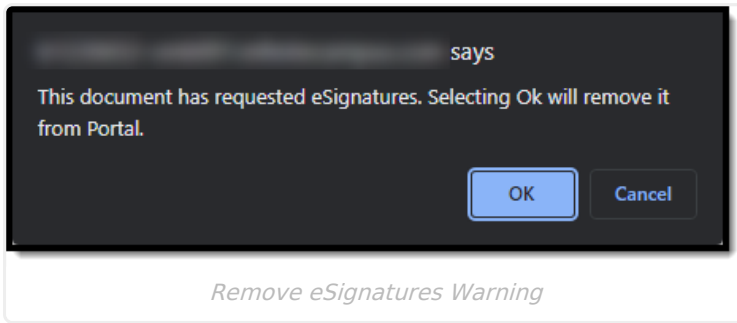
Click **Ok** to send the eSignature request. A checkmark icon  displays next to the name of the plan indicating it has successfully been sent to the guardian. Information in the Document Detail also lists when the eSignature Request was sent and to which guardian.

*Checkmark Icon and Document Detail eSignature Information*

## 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

1 of 8 Automatic Zoom

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)555-0197 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 REVISE 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

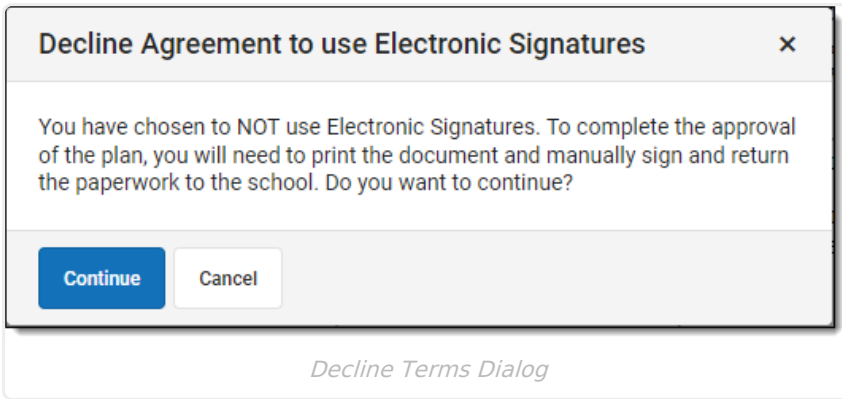
Submit Save Next **Terms**

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.

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

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.

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

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)

July 2018 - Infinite Campus Form 2020 IEP Page 3

Submit Save Next

Completed Signature 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)


July 2018 - Infinite Campus Format 2020
IEP Page 3

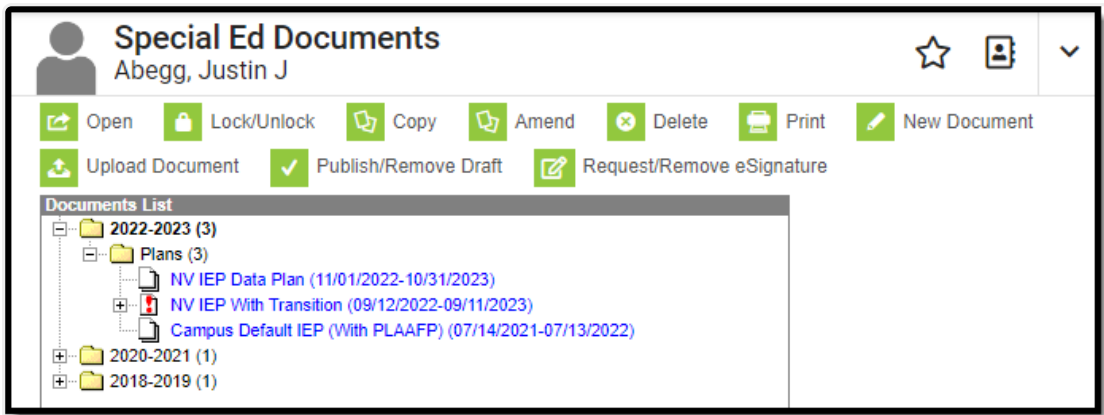
Non-Signing Guardian View

# Complete

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

**Tool:** [Special Ed Documents](#)

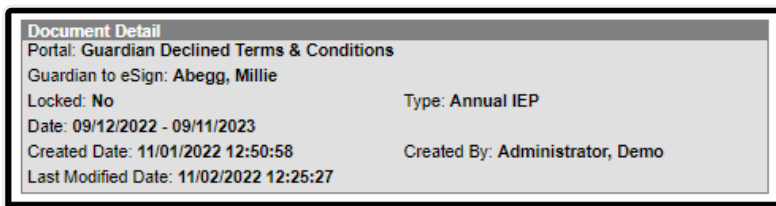
After a guardian has signed OR declined the Terms and Conditions for eSignature, additional completion steps are needed on the Special Ed Documents tool. An exclamation mark icon  displays next to the name of the plan indicating action is needed.



*Exclamation Mark Icon*

## Guardian Declined Terms

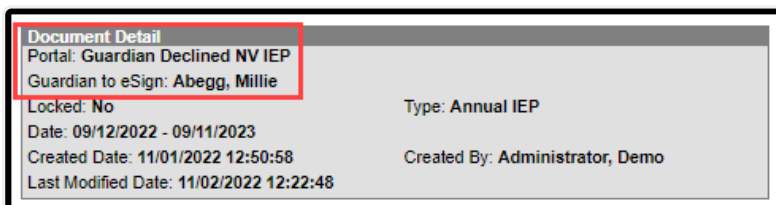
When a guardian declines the Terms and Conditions for eSignature, a message displays on the Document Detail indicating the terms were declined. A physical copy is needed to obtain guardian signatures at this time.



*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 voids the signatures. When changes need to be made to the plan, an additional eSignature Request must be sent back to the guardian.

The screenshot shows the 'Special Ed Documents' interface for user 'Abegg, Justin J'. At the top, there are tabs 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' section 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 'NV IEP With Transition' document is highlighted with a red box, and its details are shown in the 'Document Detail' panel below, also highlighted with a red box. The details include: 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

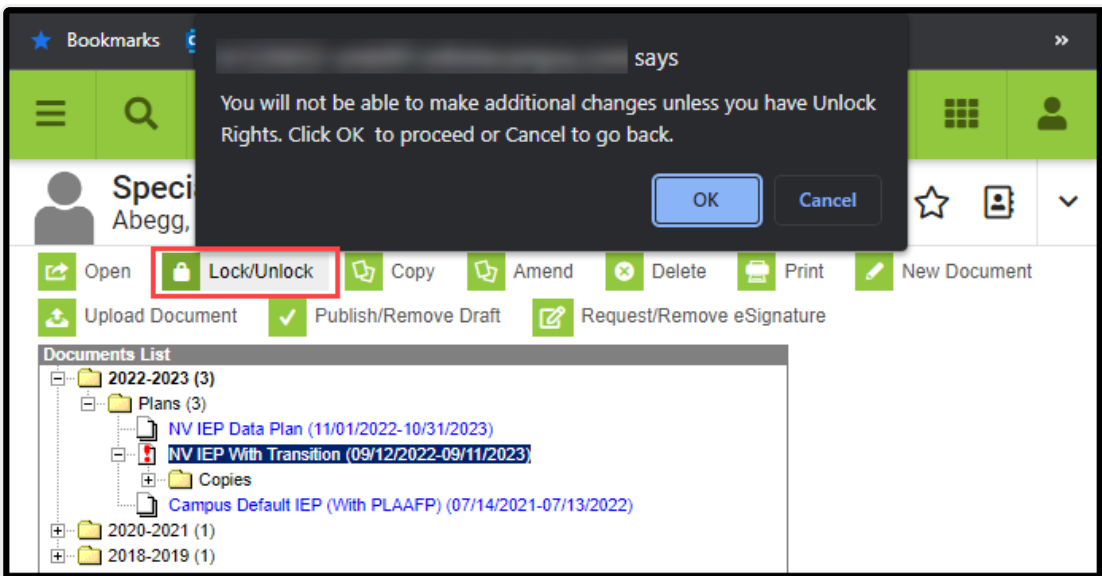
Locking the plan completes the process and syncs the plan to the state. Three conditions must be met in order to lock the plan. Usually, these are done by the guardian during the eSignature process.

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.

- On the Medicaid Consent editor when the **Print in Plan** checkbox is marked, either the Yes or No checkboxes must be marked. There is no logic for locking when the Print in Plan checkbox is not marked.

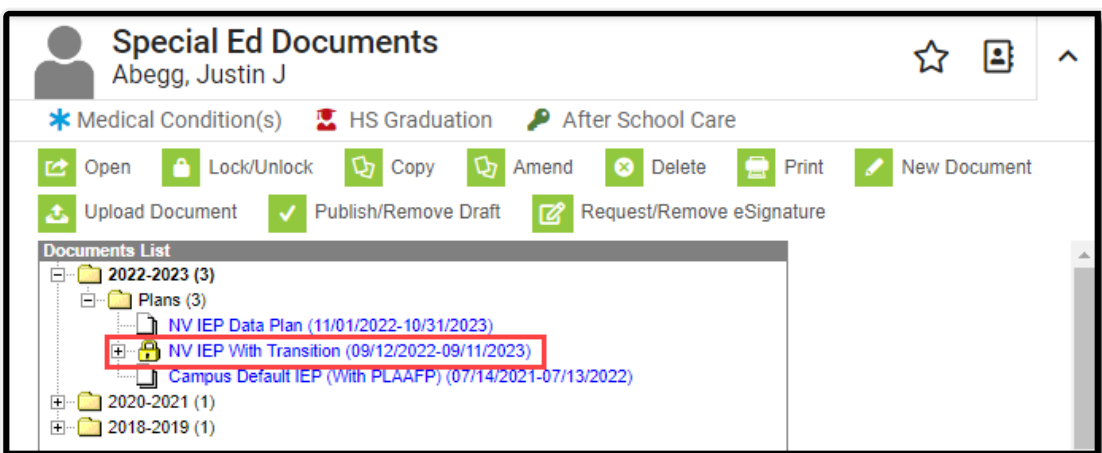
Additional lock logic may apply when the plan was not filled out completely.

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.

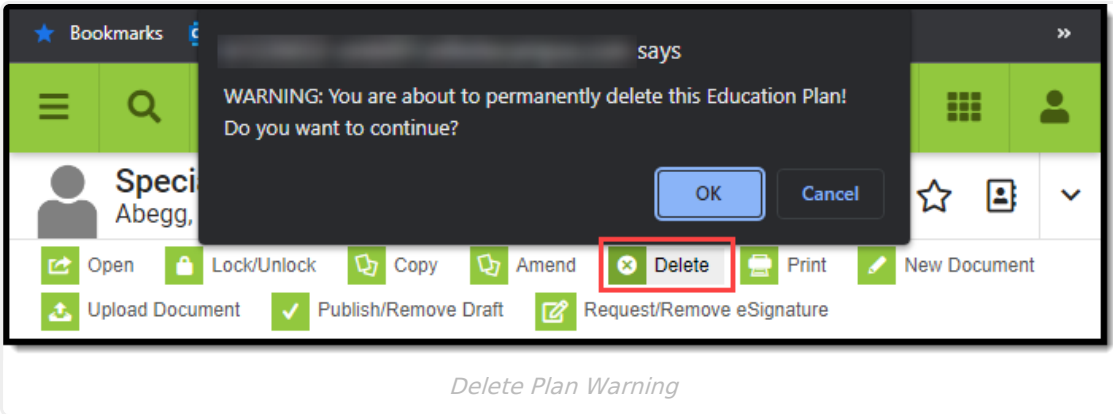


Locked Plan

## 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.

## 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

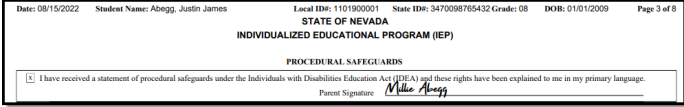
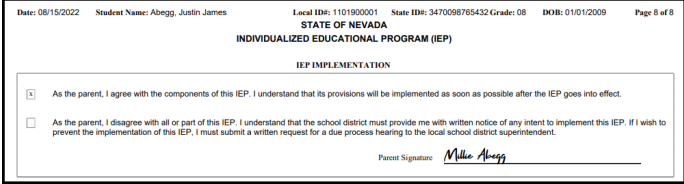
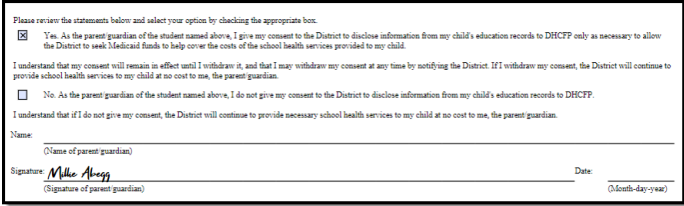
Save To:  User Account

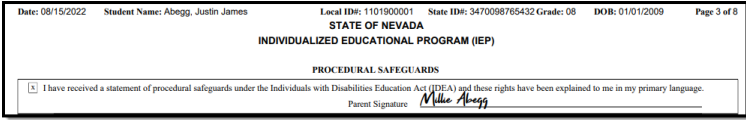
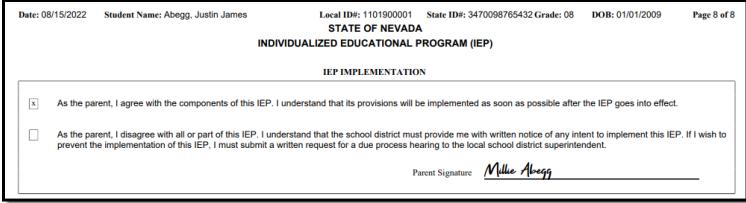
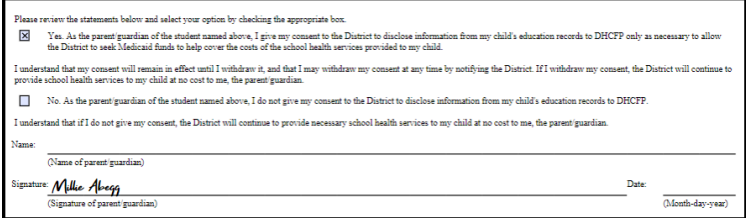
Nevada eSignature Ad Hoc Fields

## 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> <ul style="list-style-type: none"> <li> <b>Procedural Safeguards</b>  </li> <li> <b>Agreement</b>  </li> <li> <b>Medicaid Agreement</b>  </li> </ul>
<p>nvFields.eSignStatus1</p>	<p>The status of the signature. Options include:</p> <ul style="list-style-type: none"> <li> <b>Signed</b> - guardian has signed and saved that signature         </li> <li> <b>Pending</b> - guardian has saved the plan without signing that signature         </li> <li> <b>Overridden</b> - something was changed in the plan after it was signed. This also indicates the plan has not been resent to the guardian. <b>This signature is no longer valid.</b> </li> </ul>

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> <ul style="list-style-type: none"> <li> <b>Received a statement of procedural safeguards</b>            (Procedural Safeguards checkbox - I have received a statement...)         </li> </ul>  <ul style="list-style-type: none"> <li> <b>Agree with the components of this IEP</b>            (Agreement Checkbox - As the parent, I agree...)         </li> </ul>  <ul style="list-style-type: none"> <li> <b>Disagree with all or part of this IEP</b> (Agreement Checkbox - As the parent, I disagree...)         </li> <li> <b>Yes</b> (Medicaid Agreement Checkbox - Yes. As the parent/guardian...)         </li> </ul>  <ul style="list-style-type: none"> <li> <b>No</b> (Medicaid Agreement Checkbox - No. As the parent/guardian...)         </li> </ul>
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.
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 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
	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*