

## Plan eSignature Editors (Delaware)

Last Modified on 12/14/2025 8:45 pm CS7

<u>Signatures</u> | <u>Medicaid</u> | <u>Prior Written Notice</u>

Tool Search: Special Ed Documents

The Delaware Elementary Individual Education Plan, Preschool Individual Education Plan, and Secondary Individual Education Plan can be sent to parents/guardians to sign (eSign) on the Campus Parent Portal electronically.

See the core <u>Special Ed eSignature Process</u> article for information on the overall process and setup for eSignature documents.

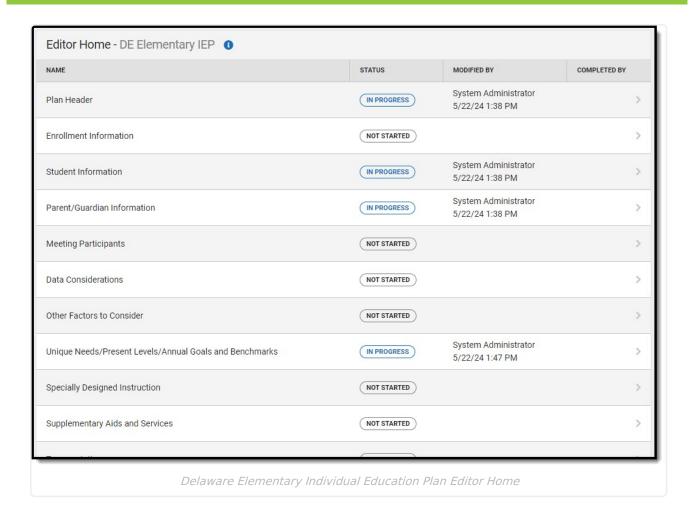
Complete the plan creation process and fill out the plan in Campus. Three editors, Signatures, Medicaid, and Prior Written Notice, require parent/guardian eSignatures, which are indicated with an eSign label on the Editor Home. To send the plan to the student's parent/guardian, these editors must be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

See the below articles for the most updated print formats:

- Elementary Individual Education Plan
- Preschool Individual Education Plan
- Secondary Individual Education Plan

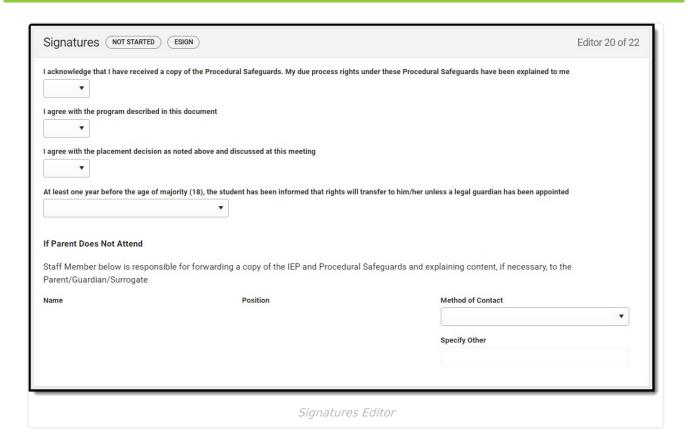
All examples below reference the Elementary Individual Education Plan.





## **Signatures**



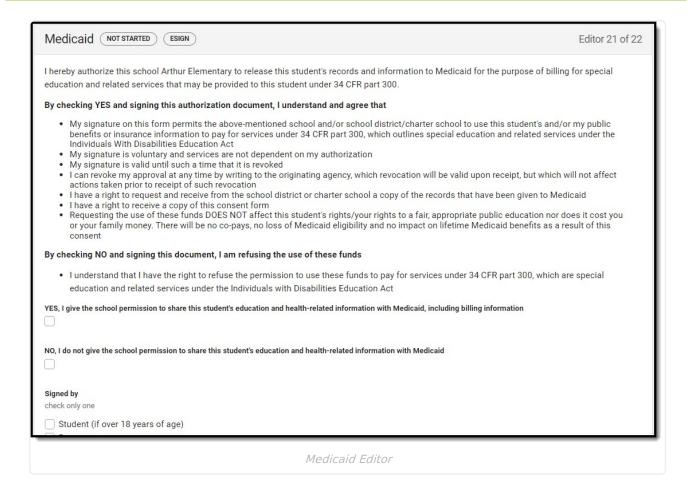


- 1. Navigate to the **Signatures** editor. Fill out the editor, then click **Save & Stay**.
- 2. Click the down arrow next to the **Complete** button in the action bar, then click **Complete Pending eSignature**. The editor is now in the correct status to send to the parent/guardian for eSignature.



## **Medicaid**



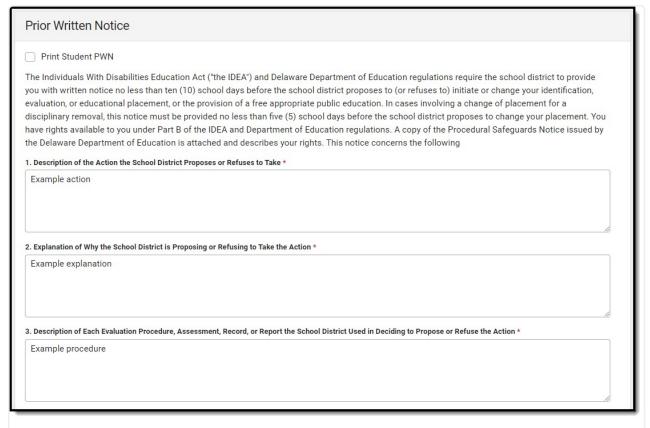


- Navigate to the **Medicaid** editor. This editor can be placed in a Not Needed or Complete Pending eSignature status depending on whether or not the student qualifies for Medicaid assistance. Mark the appropriate checkbox, either **Yes** or **No**, as well as the **Signed by** checkbox.
- 2. Click Save & Stay.
- 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.



## **Prior Written Notice**





- Prior Written Notice Detail Screen
- 1. Optional: Navigate to the **Prior Written Notice** editor.
- 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.
- 3. 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.