

Special Ed Plan eSignature Process (Delaware)

Last Modified on 10/21/2024 8:21 am CDT

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

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. 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 Plan Information](#)

Proper setup is needed to send the plan to the Portal for an eSignature.

Tool Rights

Tool Search: [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	<div>✓ Student</div>	<div>✓ Parent</div>
Default Student Schedule	<div>✓ Student</div>	<div>✓ Parent</div>
Personal Learning Plan	<div>✓ Student</div>	<div>✓ Parent</div>
Program Participation	<div>✓ Student</div>	<div>✓ Parent</div>
Response to Intervention	<div>✓ Student</div>	<div>✓ Parent</div>
Special Education Plan	<div>✓ Student</div>	<div>✓ Parent</div>
Draft Special Education Plan	<div>✓ Student</div>	<div>✓ Parent</div>
Request eSignature Special Education Plan	<div><input type="checkbox"/> Student</div>	<div><input checked="" type="checkbox"/> Parent</div>
Special Education Other Documents	<div>✓ Student</div>	<div>✓ Parent</div>

Custom Modules

Save

Manage Calendars

Delete

Close

Request eSignature Special Education Plan Portal Display Option

Establish Relationships and Portal Accounts

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Tool Search: [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 Plan Information

Tool Search: [Special Ed 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. These editors must be placed in the status **Complete Pending eSignature** or **Not Needed** to send the plan to the student's parent/guardian. 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.

Editor Home - DE Elementary IEP 			
NAME	STATUS	MODIFIED BY	COMPLETED BY
Plan Header	IN PROGRESS	System Administrator 5/22/24 1:38 PM	>
Enrollment Information	NOT STARTED		>
Student Information	IN PROGRESS	System Administrator 5/22/24 1:38 PM	>
Parent/Guardian Information	IN PROGRESS	System Administrator 5/22/24 1:38 PM	>
Meeting Participants	NOT STARTED		>
Data Considerations	NOT STARTED		>
Other Factors to Consider	NOT STARTED		>
Unique Needs/Present Levels/Annual Goals and Benchmarks	IN PROGRESS	System Administrator 5/22/24 1:47 PM	>
Specially Designed Instruction	NOT STARTED		>
Supplementary Aids and Services	NOT STARTED		>

Delaware Elementary Individual Education Plan Editor Home

Prepare eSignature Editors

1. Navigate to the **Signatures** editor.

Signatures
NOT STARTED
ESIGN
Editor 20 of 22

I acknowledge that I have received a copy of the Procedural Safeguards. My due process rights under these Procedural Safeguards have been explained to me

I agree with the program described in this document

I agree with the placement decision as noted above and discussed at this meeting

At least one year before the age of majority (18), the student has been informed that rights will transfer to him/her unless a legal guardian has been appointed

If Parent Does Not Attend

Staff Member below is responsible for forwarding a copy of the IEP and Procedural Safeguards and explaining content, if necessary, to the Parent/Guardian/Surrogate

Name	Position	Method of Contact
		Specify Other

Signatures Editor

- Fill out the editor, then click **Save & Stay**.
- 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

- 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.

Medicaid

NOT STARTED

ESIGN

Editor 21 of 22

I hereby authorize this school Arthur Elementary to release this student's records and information to Medicaid for the purpose of billing for special education and related services that may be provided to this student under 34 CFR part 300.

By checking YES and signing this authorization document, I understand and agree that

- My signature on this form permits the above-mentioned school and/or school district/charter school to use this student's and/or my public benefits or insurance information to pay for services under 34 CFR part 300, which outlines special education and related services under the Individuals With Disabilities Education Act
- My signature is voluntary and services are not dependent on my authorization
- My signature is valid until such a time that it is revoked
- I can revoke my approval at any time by writing to the originating agency, which revocation will be valid upon receipt, but which will not affect actions taken prior to receipt of such revocation
- I have a right to request and receive from the school district or charter school a copy of the records that have been given to Medicaid
- I have a right to receive a copy of this consent form
- Requesting the use of these funds DOES NOT affect this student's rights/your rights to a fair, appropriate public education nor does it cost you or your family money. There will be no co-pays, no loss of Medicaid eligibility and no impact on lifetime Medicaid benefits as a result of this consent

By checking NO and signing this document, I am refusing the use of these funds

- I understand that I have the right to refuse the permission to use these funds to pay for services under 34 CFR part 300, which are special education and related services under the Individuals with Disabilities Education Act

YES, I give the school permission to share this student's education and health-related information with Medicaid, including billing information

☐

NO, I do not give the school permission to share this student's education and health-related information with Medicaid

☐

Signed by
check only one

☐ Student (if over 18 years of age)

Medicaid Editor

- Mark the appropriate checkbox, either **Yes** or **No**, as well as the **Signed by** checkbox.
- 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.

Not Needed

Complete Pending eSignature

Complete ▼

Not Needed or Complete Pending eSignature Button

- Optional: Navigate to the **Prior Written Notice** editor.

Prior Written Notice

☐ Print Student PWN

The Individuals With Disabilities Education Act ("the IDEA") and Delaware Department of Education regulations require the school district to provide you with written notice no less than ten (10) school days before the school district proposes to (or refuses to) initiate or change your identification, evaluation, or educational placement, or the provision of a free appropriate public education. In cases involving a change of placement for a disciplinary removal, this notice must be provided no less than five (5) school days before the school district proposes to change your placement. You have rights available to you under Part B of the IDEA and Department of Education regulations. A copy of the Procedural Safeguards Notice issued by the Delaware Department of Education is attached and describes your rights. This notice concerns the following

- Description of the Action the School District Proposes or Refuses to Take ***

Example action
- Explanation of Why the School District is Proposing or Refusing to Take the Action ***

Example explanation
- Description of Each Evaluation Procedure, Assessment, Record, or Report the School District Used in Deciding to Propose or Refuse the Action ***

Example procedure

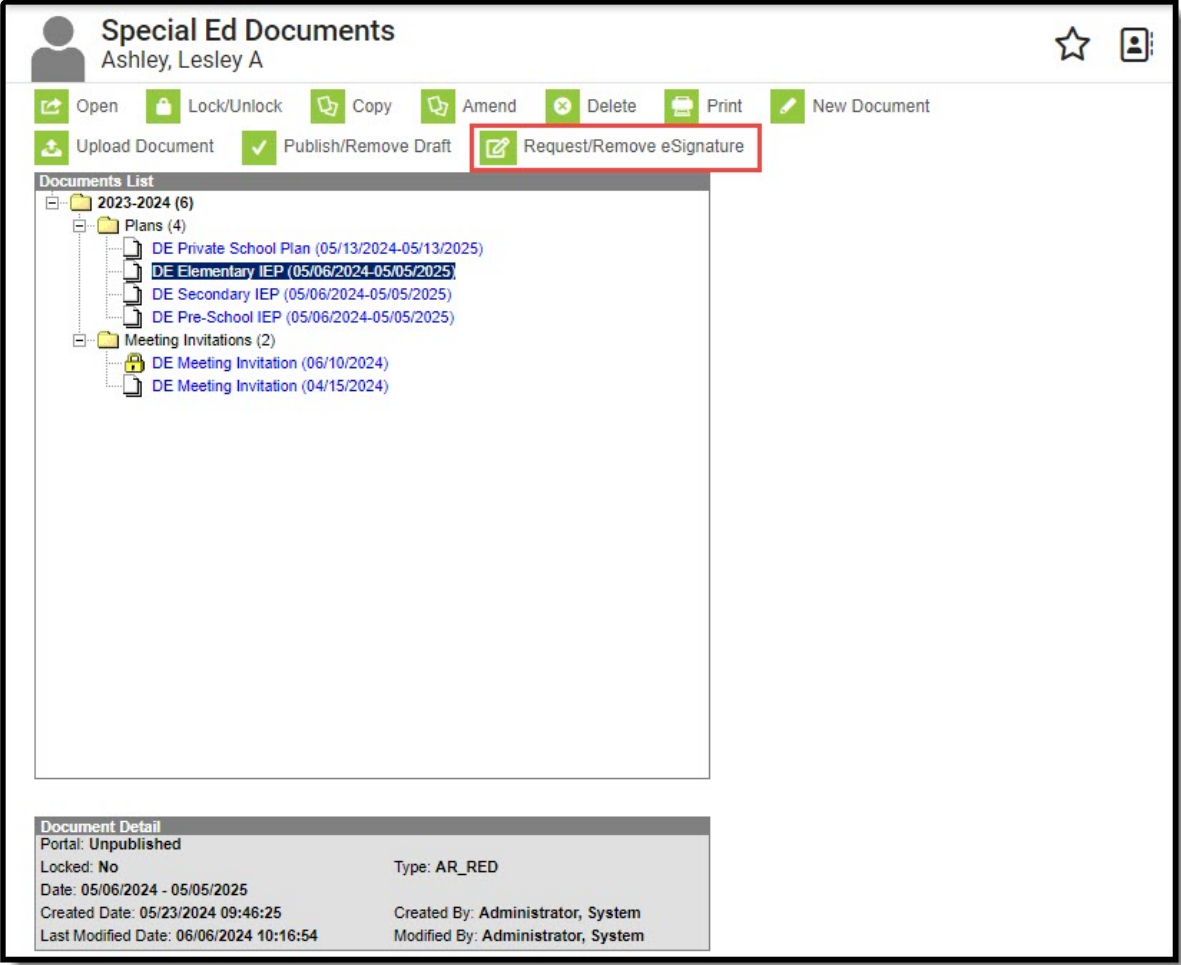
Prior Written Notice Detail Screen

- 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 Search: [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
Ashley, Lesley A

Open Lock/Unlock Copy Amend Delete Print New Document

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

Documents List

- 2023-2024 (6)
 - Plans (4)
 - DE Private School Plan (05/13/2024-05/13/2025)
 - DE Elementary IEP (05/06/2024-05/05/2025)**
 - DE Secondary IEP (05/06/2024-05/05/2025)
 - DE Pre-School IEP (05/06/2024-05/05/2025)
 - Meeting Invitations (2)
 - DE Meeting Invitation (06/10/2024)
 - DE Meeting Invitation (04/15/2024)

Document Detail

Portal: Unpublished
 Locked: No Type: AR_RED
 Date: 05/06/2024 - 05/05/2025
 Created Date: 05/23/2024 09:46:25 Created By: Administrator, System
 Last Modified Date: 06/06/2024 10:16:54 Modified By: Administrator, System

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.




Requesting eSignatures will make the document read-only.
 Select one from the list of guardians with active Portal accounts to eSign the plan.

☐ Regi Ashley

☒ Latoya Ashley

Ok Cancel

Request eSignature Dialog

Click **Ok** to send the eSignature request. A checkmark icon  displays next to the plan's name, indicating that 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.

Special Ed Documents
Ashley, Lesley A

Open
 Lock/Unlock
 Copy
 Amend
 Delete
 Print
 New Document

Upload Document
 Publish/Remove Draft
 Request/Remove eSignature

Documents List

2023-2024 (6)

Plans (4)

DE Private School Plan (05/13/2024-05/13/2025)
DE Secondary IEP (05/06/2024-05/05/2025)
DE Pre-School IEP (05/06/2024-05/05/2025)
DE Elementary IEP (05/06/2024-05/05/2025)

Meeting Invitations (2)

DE Meeting Invitation (06/10/2024)
DE Meeting Invitation (04/15/2024)

Document Detail

Portal: eSignature Requested 06/06/2024 10:21:07
Guardian to eSign: Ashley, Latoya

Locked: No

Type: AR_RED

Date: 05/06/2024 - 05/05/2025

Created Date: 05/23/2024 09:46:25

Last Modified Date: 06/06/2024 10:21:07

Created By: Administrator, System

Modified By: Administrator, System

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.

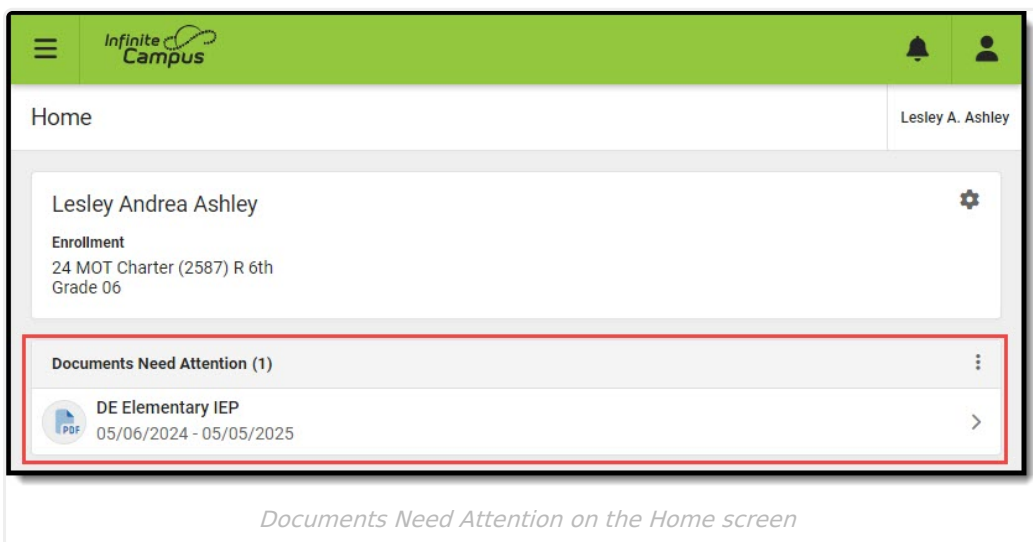


Guardian Review



[Terms and Conditions](#) | [Decline Terms](#) | [Sign and Submit](#) | [Student and Non-Signing Guardian View](#)



Tool Search: [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 Home screen, and the Documents tool.



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


Documents

Lesley A. Ashley

School Year

23-24

Schedule




Student Schedule

24 MOT Charter (2587) R 6th

>

Special Education



DE Elementary IEP


05/06/2024 - 05/05/2025

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.

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The screenshot shows the 'INDIVIDUALIZED EDUCATION PROGRAM (IEP) Elementary IEP State of Delaware' form. The form is divided into sections: STUDENT INFORMATION, IEP STATUS, and PARENT/GUARDIAN INFORMATION. A modal dialog box titled 'Agreement to use Electronic Signatures' is overlaid on the form. The dialog contains the text: 'Click Agree to accept the [Electronic Signature Terms and Conditions](#) and to use Electronic Signature.' Below the text are two buttons: 'Agree' (blue) and 'Decline' (white with a red border). A red arrow points from the 'Terms' button in the form's footer to the dialog box. The form's footer includes buttons for 'Submit', 'Save', 'Next', and '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, 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.

The screenshot shows a modal dialog box titled 'Decline Agreement to use Electronic Signatures'. The dialog contains the text: 'You have chosen to NOT use Electronic Signatures. To complete the approval of the plan, you will need to print the document and manually sign and return the paperwork to the school. Do you want to continue?' Below the text are two buttons: 'Continue' (blue) and 'Cancel' (white with a red border).

Decline Terms Dialog

When a guardian declines the terms, a status of **Declined Terms and Conditions and Pending** displays next to the plan's name on the Documents tool.

Special Education



DE Elementary IEP

05/06/2024 - 05/05/2025

DECLINED TERMS & CONDITIONS & PENDING >

Declined Terms and Conditions and Pending Status

Sign and Submit

After agreeing to the terms, several signatures and their corresponding checkboxes must be filled out before the guardian can submit.

< Back | DE Elementary IEP 05/06/2024 - 05/05/2025

Lesley A. Ashley

5 of 9

Automatic Zoom


SIGNATURES

☐ Yes
 ☐ No
 I acknowledge that I have received a copy of the Procedural Safeguards. My due process rights under these Procedural Safeguards have been explained to me

☐ Yes
 ☐ No
 I agree with the program described in this document

☐ Yes
 ☐ No
 I agree with the placement decision as noted above and discussed at this meeting

☐ Yes
 ☐ N/A
 At least one year before the age of majority (18), the student has been informed that rights will transfer to him/her unless a legal guardian has been appointed



Parent/Student Signature

Date

Click here to sign

Parent/Student Signature

Date

Method of Contact

INFORMATION RELEASE CONSENT FORM FOR SPECIAL EDUCATION AND RELATED SERVICES

SUPPORT ACCESS TO PUBLIC BENEFITS/INSURANCE

STUDENT NAME:

Lesley Ashley

STUDENT DATE OF BIRTH:

11/08/2011

SCHOOL DISTRICT/CHARTER SCHOOL:

MOT Charter School

I hereby authorize this school

MOT Charter


to release this student's records and information to

Submit

Save

Next

Blank eSignature Example

Mark all desired checkboxes in red and click the paper and pencil icon  on the signature lines to sign electronically. 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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☒ YES, I give the school permission to share this student's education and health-related information with Medicaid, including billing information.

☐ NO, I do not give the school permission to share this student's education and health-related information with Medicaid

Signed by (check only one):
 ☐ Student (if over 18 years of age)
 ☒ Parent
 ☐ Guardian
 ☐ Custodian

Signature: Latoya Ashley

Print Name: _____ Date: _____

PRIOR WRITTEN NOTICE

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


DE Elementary IEP
05/06/2024 - 05/05/2025

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
1 / 9
95%



INDIVIDUALIZED EDUCATION PROGRAM (IEP)
Elementary IEP
State of Delaware

STUDENT INFORMATION

Student Name: Lesley Andrea Ashley Student ID#: 243129
DOB: 11/08/2011 Current Grade: 06
Address: 250 Edgar Rd, Townsend, DE 19734
District of Residence:
Attending Building: MOT Charter
Disability Classification: 1000: Autism

IEP STATUS

Meeting Date: 06/10/2024 Most Recent ESR Date:
IEP Initiation Date: 05/06/2024 IEP End Date: 05/05/2025

PARENT/GUARDIAN INFORMATION


Parent/Guardian 1: Latoya Ashley
Address: 250 Edgar Rd, Townsend, DE 19734
Home Phone: (999)555-3178 Email Address:
Parent/Guardian 2: Regi Ashley
Address: 250 Edgar Rd, Townsend, DE 19734
Home Phone: (999)555-3178 Email Address:

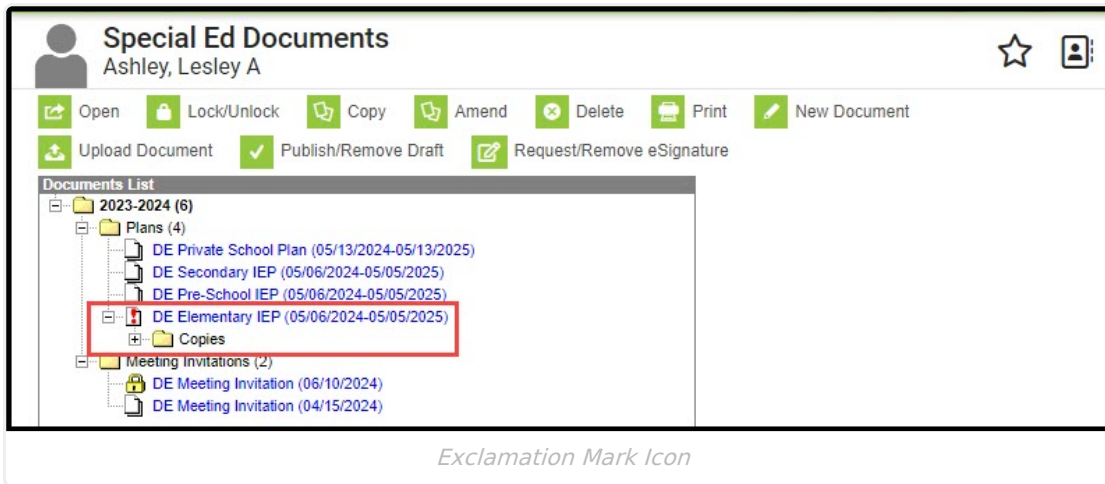
Non-Signing Guardian View

Complete

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

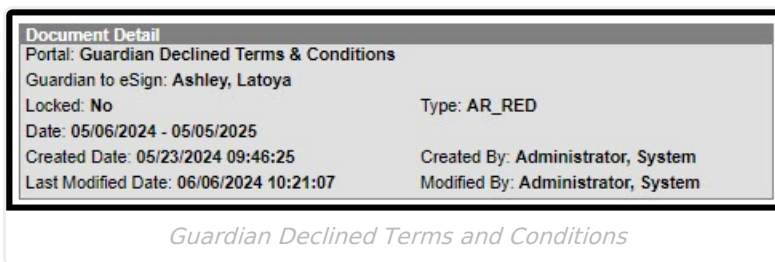
Tool Search: [Special Ed Documents](#)

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 plan's name indicating action is needed.



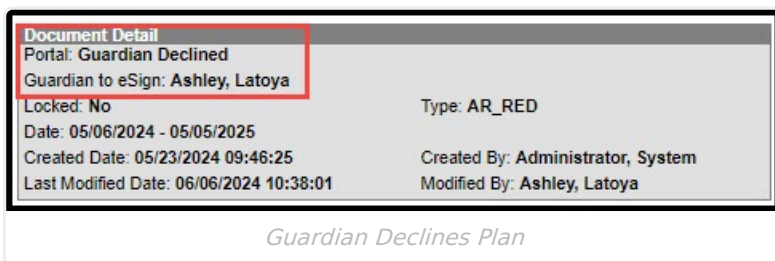
Guardian Declined Terms

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 Plan

When the guardian accepts the Terms and Conditions but disagrees with the plan's contents, the Document Detail indicates the plan was declined, and a PDF copy of the signed plan displays in the Copies folder.



Guardian Agreed Terms and Plan

When a guardian accepts the Terms and Conditions, agrees to the plan's contents, 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 invalidate the signatures. When changes need to be made to the plan, an additional eSignature Request must be sent back to the guardian.

Document Detail	
Portal: Guardian eSigned	
Guardian to eSign: Ashley, Latoya	
Locked: No	Type: AR_RED
Date: 05/06/2024 - 05/05/2025	
Created Date: 05/23/2024 09:46:25	Created By: Administrator, System
Last Modified Date: 06/06/2024 11:02:37	Modified By: Ashley, Latoya

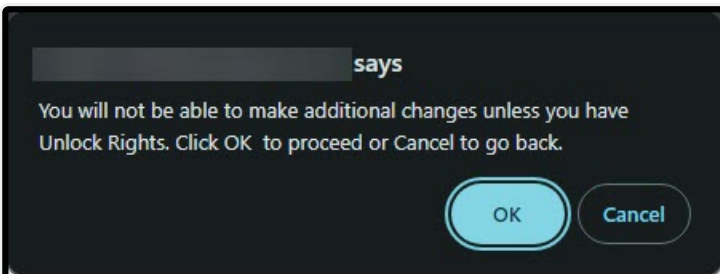
Document Detail Information

Lock

Locking the plan completes the process and syncs it to the state.

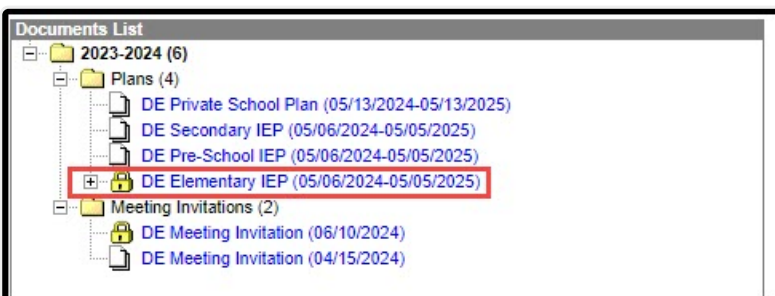
Additional lock logic may apply when the plan is not filled out completely.

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.

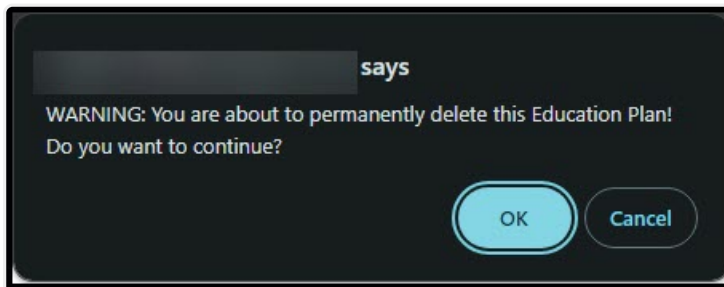


Locked Plan

Delete

Deleting the original plan or any copies of the plan is NOT recommended.

Only the original plan can be deleted if necessary. Copies of the plan cannot be deleted unless the original plan is removed first, which is NOT recommended. Select the original plan and then click **Delete**. A warning displays explaining the consequences of deleting the plan.



Delete Plan Warning

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 completed, the plan must be sent back to the parent/guardian to sign 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.