

Plan eSignature Editors (Nebraska)

Last Modified on 05/30/2025 8:04 am CD

Meeting Excusal | Acknowledgements | Medicaid

Tool Search: Special Ed Documents

The Nebraska Individual Education Plan and Individual Family Service Plan can be sent to parents/guardians to sign on the Campus Parent Portal electronically (eSign). 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. Several editors on the IEP, Meeting Excusal, Acknowledgements, and Medicaid, require parent/guardian eSignatures, which are indicated with an eSign label on the Editor Home. For the IFSP, the Consent to Continue Services and IFSP Signatures editors are the eSignature editors. To send the plan to the student's parent/guardian, these editors must be placed in the **Complete Pending eSignature** or **Not Needed** status. All other editors must be in a **Complete** status.

See the below articles for the most updated print formats:

- Individual Education Plan
- Individual Family Service Plan
- Private School Plan (same as IEP)

All examples below reference the Individual Education Plan.

Meeting Excusal

Meeting Excusal NOT STARTED ESIGN	Editor 6 of 25
 I do not agree to excuse the following individual(s) from the IEP Meeting I agree to excuse the following individual(s) from the IEP Meeting Individual(s) to Excuse: Input from the required participant was provided 	
Meeting Excusal Editor	

- 1. Navigate to the **Meeting Excusal** editor. This editor can be placed in a Not Needed or Complete Pending eSignature status.
- 2. Mark the appropriate checkbox, either the consent or refusal checkbox.



- 3. Enter the name(s) of the **Individual(s) to Excuse**, when applicable.
- 4. Mark the **Input from the required participant provided** checkbox, when applicable.
- 5. 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 of eSigna	r Comp ature Bl	lete Pending utton	

Acknowledgements

cknowl	ledgements (NOT STARTED) (ESIC		Editor 24 c
The follo	wing documents were provided to the	parent/guardian	
	Parental Rights in Special Education (009.00	5A)	
0	Date	By Whom	
	month/day/year		
	Individualized Education Program (IEP) (007	(.09D)	
	Date	By Whom	
	month/day/year		
	Other		
U	Specify Other		
	Date	By Whom	
	month/day/year		
he schoo ppropriat i no parer	ol district has taken the necessary action to e te). (007.06E) to signature, reason why parent signature co	nsure that I understand the proceedings of this IEP conference (including	arrangement for an interpreter, if
The IEP ha	as been made accessible to each regular edu le for its implementation.	cation teacher, special education teacher, related service provider, and ot	her service provider who is

1. Navigate to the **Acknowledgements** editor.



- 2. 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.



Medicaid

Medicaid (IN PROGRESS)	Editor 24 of 26
State law requires public schools to access Federal Medicaid funding for IEP and IFSP directed therapies provided to children elig Federal Law required parental consent for districts to access this Medicaid funding. The district will not require parents or their c Nebraska Medicaid program and claims will only be submitted with the child/student is eligible. Regardless, all required special e still be provided by the school district at not cost to the family. This consent is voluntary and may be withdrawn at any time.	gible for Medicaid. hildren to enroll in the education services must
I give CONSENT to the school district to access Medicaid funding on behalf of my child and understand that I may withdraw this consent at any time school district. (009.09A1; 009.09A2a; 009.09A2c)	upon written notice to the
REFUSE to give consent to the school district to access Medicaid funding on behalf of my child and understand that my refusal will not affect the d my child a Free Appropriate Public Education (FAPE) at no cost. (0900.09A2d)	listrict's obligation to provide
Medicaid Editor	

- 1. Navigate to the **Medicaid** editor. This editor can be placed in a Not Needed or Complete Pending eSignature status.
- 2. Mark the appropriate checkbox, either the consent or refusal checkbox.
- 3. 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.
- 5. 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.