

Plan eSignature Editors (Nebraska)

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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

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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**.
6. 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.



Acknowledgements

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The following documents were provided to the parent/guardian

Parental Rights in Special Education (009.06A)
 Date By Whom

Individualized Education Program (IEP) (007.09D)
 Date By Whom

Other
 Specify Other
 Date By Whom

The school district has taken the necessary action to ensure that I understand the proceedings of this IEP conference (including arrangement for an interpreter, if appropriate). (007.06E)

If no parent signature, reason why parent signature could not be obtained:

The IEP has been made accessible to each regular education teacher, special education teacher, related service provider, and other service provider who is responsible for its implementation.

Acknowledgements Editor

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

2. Fill out the editor, 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.



Medicaid

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State law requires public schools to access Federal Medicaid funding for IEP and IFSP directed therapies provided to children eligible for Medicaid. Federal Law required parental consent for districts to access this Medicaid funding. The district will not require parents or their children to enroll in the Nebraska Medicaid program and claims will only be submitted with the child/student is eligible. Regardless, all required special education services must still be provided by the school district at no cost to the family. This consent is voluntary and may be withdrawn at any time.

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 upon written notice to the school district. (009.09A1; 009.09A2a; 009.09A2c)

I **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 district's obligation to provide my child a Free Appropriate Public Education (FAPE) at no cost. (0900.09A2d)

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**.
4. 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.