

Special Ed Plan eSignature Process (Nebraska)

Last Modified on 07/25/2024 9:24 am CDT

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Tool Search: Special Ed Documents

The Nebraska 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	<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 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, Medicaid, Prior Written Notice, and IEP Signature Page, 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:

- [Individual Education Plan](#)
- [Individual Family Service Plan](#)
- [Private School Plan \(same as IEP\)](#)

All examples below reference the Individual Education Plan.

screenshot

Prepare eSignature Editors

1. 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.
2. Mark the appropriate checkbox, either the consent or refuse 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. Optional: Navigate to the **Prior Written Notice** editor.
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.
7. Navigate to the **IEP Signatures Page** editor.
8. Fill out the editor, then click **Save & Stay**.
9. 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.



10. 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.

The screenshot shows the 'Special Ed Documents' interface for user Ashley, Lesley A. At the top, there is a toolbar with several icons: Open, Lock/Unlock, Copy, Amend, Delete, Print, and New Document. Below the toolbar is a 'Documents List' section containing a tree view of folders and documents. The 'Request/Remove eSignature' button is highlighted with a red rectangular box. Below the list is a 'Document Detail' section with the following information:

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.

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 the text is a list of two guardians:

- Regi Ashley
- Latoya Ashley

At the bottom of the dialog are two buttons: "Ok" (highlighted in blue) and "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.

The screenshot shows the 'Special Ed Documents' interface for user 'Ashley, Lesley A'. At the top, there are navigation icons for Open, Lock/Unlock, Copy, Amend, Delete, Print, and New Document. Below these are icons for Upload Document, Publish/Remove Draft, and Request/Remove eSignature. The 'Documents List' section shows a folder structure for '2023-2024 (6)' containing 'Plans (4)' and 'Meeting Invitations (2)'. Under 'Plans (4)', there are four items: '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)', and 'DE Elementary IEP (05/06/2024-05/05/2025)'. The 'DE Elementary IEP' item has a checkmark icon next to it and is highlighted with a red box. Below the list is the 'Document Detail' section, also highlighted with a red box, which contains the following information:

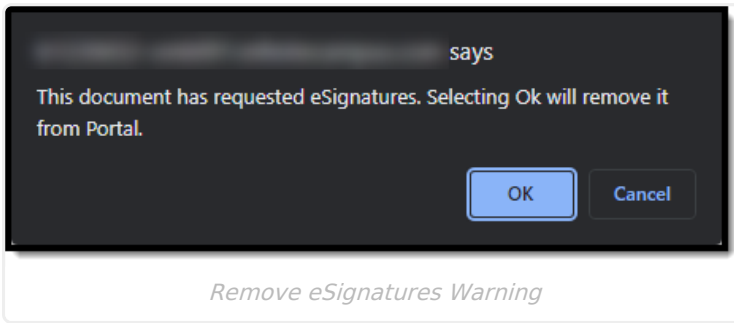
Document Detail	
Portal: eSignature Requested 06/06/2024 10:21:07	
Guardian to eSign: Ashley, Latoya	
Locked: No	Type: AR_RED
Date: 05/06/2024 - 05/05/2025	
Created Date: 05/23/2024 09:46:25	Created By: Administrator, System
Last Modified Date: 06/06/2024 10:21:07	Modified By: Administrator, System

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.

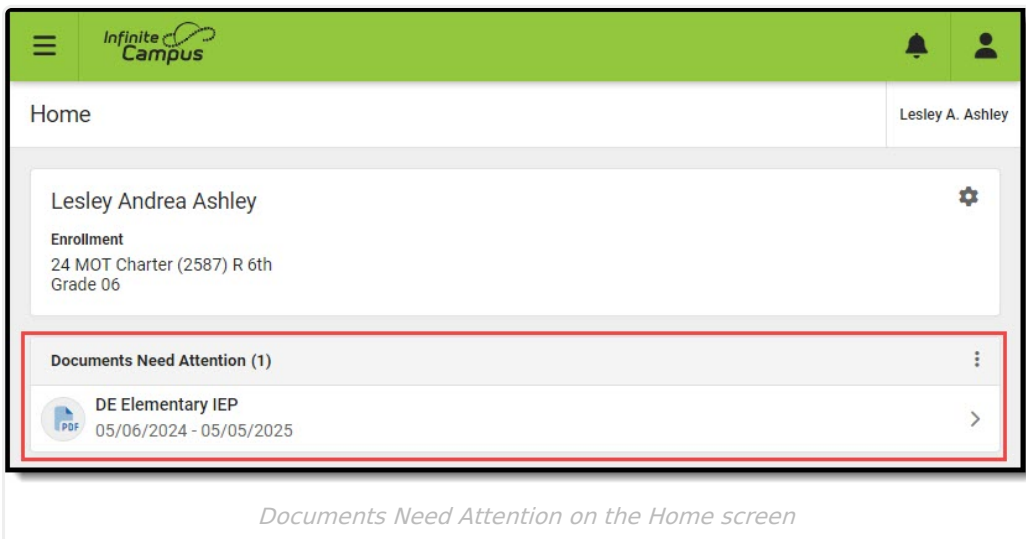


Guardian Review

[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.

Back | DE Elementary IEP 05/06/2024 - 05/05/2025 Lesley A. Ashley

INDIVIDUALIZED EDUCATION PROGRAM (IEP)
 Elementary IEP
 State of Delaware

STUDENT INFORMATION

Student Name: Lesley Ashley
 DOB: 11/08/2011
 Address: 250 Edgar Rd
 District of Residence:
 Attending Building: M
 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

Submit
Save
Next
Terms

Agreement to use Electronic Signatures ✕

Click Agree to accept the [Electronic Signature Terms and Conditions](#) and to use Electronic Signature.

Agree
Decline

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.

Decline Agreement to use Electronic Signatures ✕

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?

Continue
Cancel

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

<input type="checkbox"/> Yes	<input type="checkbox"/> 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
<input type="checkbox"/> Yes	<input type="checkbox"/> No	I agree with the program described in this document
<input type="checkbox"/> Yes	<input type="checkbox"/> No	I agree with the placement decision as noted above and discussed at this meeting
<input type="checkbox"/> Yes	<input type="checkbox"/> 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.

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


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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
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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:

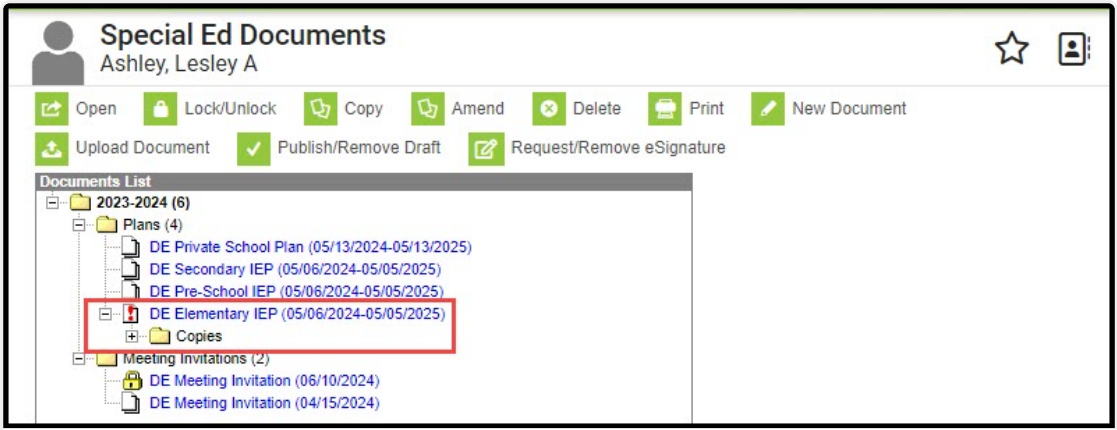
Non-Signing Guardian View

Complete

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

Tool Search: [Special Ed Documents](#)

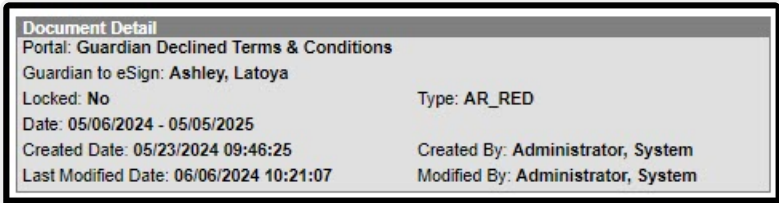
After a guardian has signed OR declined the Terms and Conditions for eSignature, additional completion steps are needed on the Special Ed Documents tool. An exclamation mark icon  displays next to the plan's name indicating action is needed.



Exclamation Mark Icon

Guardian Declined Terms

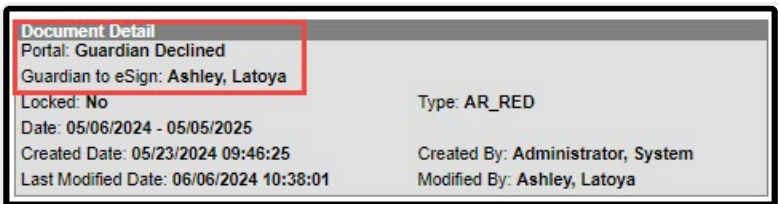
When a guardian declines the Terms and Conditions for eSignature, a message displays on the Document Detail indicating the terms were declined. A physical copy is needed to obtain guardian signatures at this time.



Guardian Declined Terms and Conditions

Guardian Declined Plan

When the guardian accepts the Terms and Conditions but disagrees with the 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 Declines Plan

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

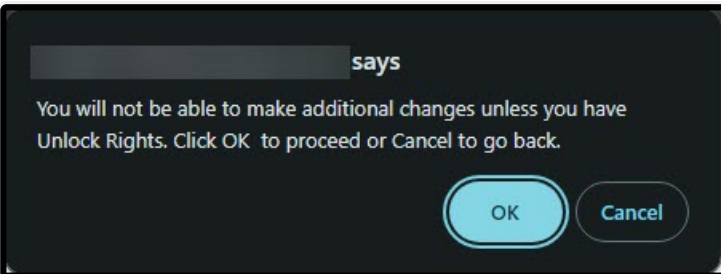
Document Detail Information

Lock

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

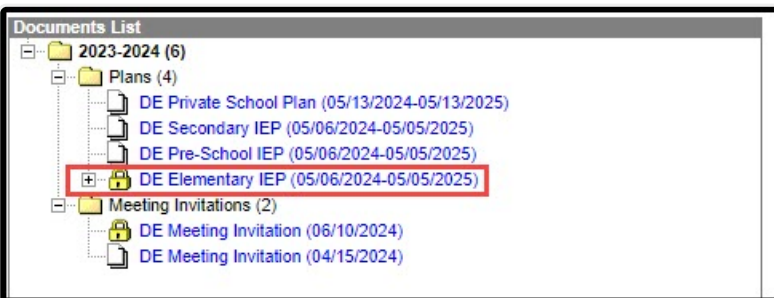
Additional lock logic may apply when the plan is not filled out completely.

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.

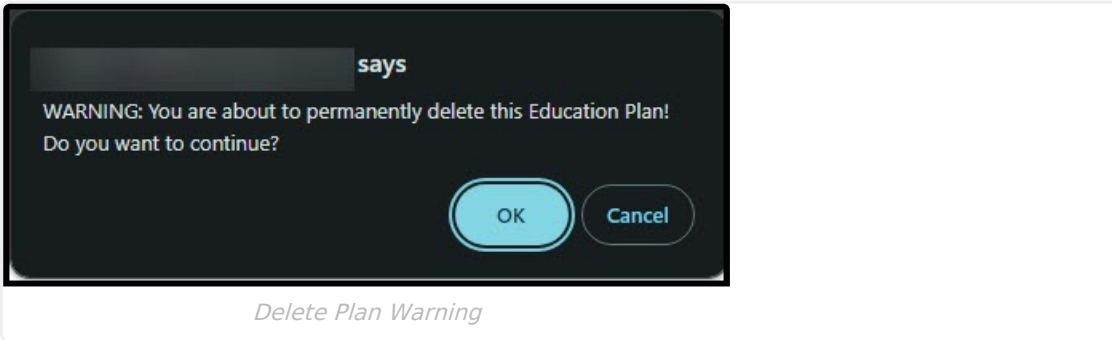


Locked Plan

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.



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.