

Special Ed Plan eSignature Process (Nebraska)

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

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

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.

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.

The screenshot shows the 'Portal Display Options' interface for Harrison High. The 'Documents' section is expanded, and the 'Reports and Plans' section is visible. The 'Request eSignature Special Education Plan' option is highlighted with a red box, showing it is selected for Parent and not selected for Student.

Document/Plan	Student	Parent
Enable Documents Tool	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Academic Progress	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Default Student Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Personal Learning Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Program Participation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Response to Intervention	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Special Education Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Draft Special Education Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Request eSignature Special Education Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Special Education Other Documents	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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

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. Two editors on the IEP, Medicaid and IEP Signature Page, 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. 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.

Prepare eSignature Editors

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 refuse checkbox.

Medicaid Editor 24 of 26

IN PROGRESS

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 not 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 on the Nebraska IEP

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.

Not Needed

Complete Pending eSignature

Complete ▼

Not Needed or Complete Pending eSignature Button

5. Navigate to the **IEP Signatures Page** editor.

Signatures IN PROGRESS Editor 26 of 26

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:

Signatures Editor on the Nebraska IEP

- 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.

▼

Complete Pending eSignature Button

- 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
Abbott, Dixie L

Medical Condition(s) 2027 HS Graduation Cohort 2027

Open Lock/Unlock Copy Amend Delete Print New Document

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

Documents List

- 2024-2025 (5)
 - Plans (4)
 - **NE IEP 2024.1 (08/05/2024-08/06/2025)**
 - **NE IEP 2024.1 (07/22/2024-07/15/2025)
 - **NE PSP 2024.1 (07/15/2024-07/15/2025)
 - **NE IFSP 2024.1 (07/01/2024-07/02/2025)
 - Evaluations (1)
 - Eval 2024 (08/08/2024)
- 2023-2024 (13)

Document Detail

Portal: Unpublished	Type: Annual
Locked: No	
Date: 08/05/2024 - 08/06/2025	
Created Date: 08/06/2024 09:40:47	Created By: Administrator, System
Last Modified Date: 08/06/2024 09:46:01	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.

Sharon Fischer

Steven Abbott

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.

The screenshot shows the 'Special Ed Documents' interface for user 'Abbott, Dixie L'. At the top, there are filters for 'Medical Condition(s)', '2027 HS Graduation', and 'Cohort 2027'. Below these are action buttons: Open, Lock/Unlock, Copy, Amend, Delete, Print, New Document, Upload Document, Publish/Remove Draft, and Request/Remove eSignature.

The 'Documents List' section shows a tree view with folders for '2024-2025 (5)', '2023-2024 (13)', and 'Evaluations (1)'. Under '2024-2025', there is a 'Plans (4)' folder containing several documents. One document, '**NE IEP 2024.1 (08/05/2024-08/06/2025)', is highlighted with a red box and has a checkmark icon next to it. Other documents in the list include '**NE IEP 2024.1 (07/22/2024-07/15/2025)', '**NE PSP 2024.1 (07/15/2024-07/15/2025)', and '**NE IFSP 2024.1 (07/01/2024-07/02/2025)'. Under 'Evaluations', there is an 'Eval 2024 (08/08/2024)' document.

The 'Document Detail' section at the bottom is also highlighted with a red box. It contains the following information:

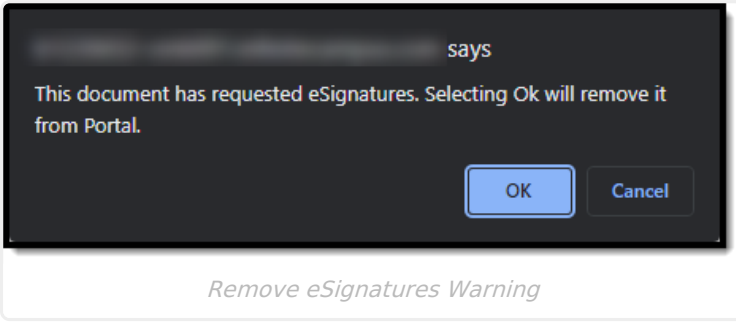
Document Detail	
Portal: eSignature Requested 08/08/2024 09:10:46	
Guardian to eSign: Fischer, Sharon	
Locked: No	Type: Annual
Date: 08/05/2024 - 08/06/2025	
Created Date: 08/06/2024 09:40:47	Created By: Administrator, System
Last Modified Date: 08/08/2024 09:10:47	Modified By: Administrator, System

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.

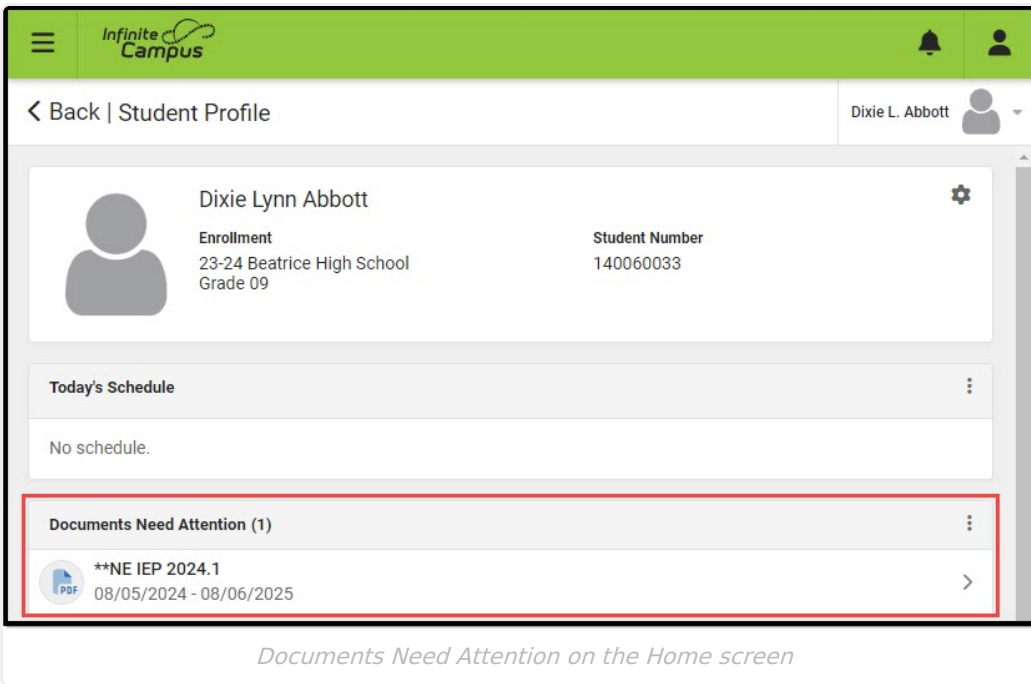


Guardian Review

[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
Dixie L. Abbott

School Year

24-25
▼

Special Education

****NE IEP 2024.1**
08/05/2024 - 08/06/2025

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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1 of 11 Automatic Zoom



NEBRASKA DEPARTMENT OF EDUCATION

INDIVIDUALIZED EDUCATION PLAN (IEP)

(007.09C) IEP Meeting Date: 08/01/2024	(007.09B) IEP Effective Date: 08/05/2024 to 08/06/2025	(007.09A) Purpose of IEP Meeting: Annual	(007.09C)	(007.09F)
Student Name: Dixie Abbott	Date of Birth:	Student ID#		
Eligibility Category: Autism	Meeting Date: 08/01/2024	Eval/RED Date: 08/02/2025		
Anticipated Date of Next Reevaluation:	Mail Date: 07/29/2024			
Resident School: Beatrice High School	Grade: 10	School Year: 24-25		
Parent(s)/Guardian(s): Steven				
Address: NE 68310	Email Address:			
Phone (home): (995)				
Primary Language				
Parent(s)/Guardian				
Address:				
Phone (home): (995)				
Primary Language				

Agreement to use Electronic Signatures ✕

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

The names are			
Dixie Abbott	older (007.03A7, 007.03A10)		
Steven Abbott	Parent/Guardian (007.03A1)	In Person	
Salome Ausin-Dodge	Special Education Teacher or Service Provider (007.03A3)	In Person	
Sarah Bartlett	Regular Education Classroom Teacher (007.03A2)	In Person	
Sharon Fischer	Parent/Guardian (007.03A1)	In Person	

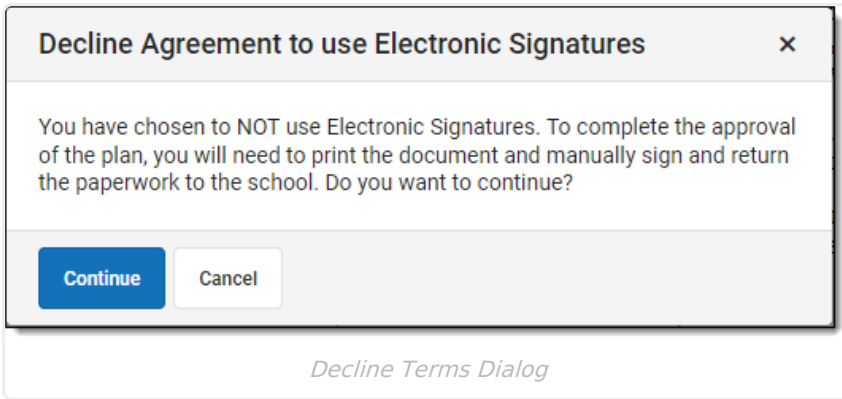
NE IEP, Page 1

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.




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.



Sign and Submit

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

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11 of 11 Automatic Zoom

PRIOR WRITTEN NOTICE

Dixie Abbott, 140060033 NE IEP, Page 10

PARENT PARTICIPATION IN THE IEP PROCESS (92 NAC 51-007.06)

DOCUMENTATION OF NOTICE OF IEP MEETING (007.06A, 007.06B, 007.06C)

Meeting Date: 08/01/2024

	Date	Method of Notification	By Whom
1st Notification	07/29/2024	<input type="checkbox"/> Invitation <input checked="" type="checkbox"/> Phone Call <input type="checkbox"/> In Person <input type="checkbox"/> Reminder Notice <input type="checkbox"/> Other: _____	Example
2nd Notification		<input type="checkbox"/> Invitation <input type="checkbox"/> Phone Call <input type="checkbox"/> In Person <input type="checkbox"/> Reminder Notice <input type="checkbox"/> Other: _____	
3rd Notification		<input type="checkbox"/> Invitation <input type="checkbox"/> Phone Call <input type="checkbox"/> In Person <input type="checkbox"/> Reminder Notice <input type="checkbox"/> Other: _____	

The following documents were provided to parent(s) at no cost:

Yes No 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)

Parent Signature: _____ Date: _____


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.

Each teacher and provider who is responsible for implementation of the IEP has been informed of his or her specific responsibilities related to implementing the IEP, and the specific accommodations, modifications, and supports that must be provided for the child in accordance with the IEP.

Blank eSignature Example

ERROR
Please select one of these options.

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.

PARENT PARTICIPATION IN THE IEP PROCESS (92 NAC 51-007.06)

DOCUMENTATION OF NOTICE OF IEP MEETING (007.06A, 007.06B, 007.06C)

Meeting Date: 08/01/2024

	Date	Method of Notification	By Whom
1st Notification	07/29/2024	<input type="checkbox"/> Invitation <input checked="" type="checkbox"/> Phone Call <input type="checkbox"/> In Person <input type="checkbox"/> Reminder Notice <input type="checkbox"/> Other: _____	Example
2nd Notification		<input type="checkbox"/> Invitation <input type="checkbox"/> Phone Call <input type="checkbox"/> In Person <input type="checkbox"/> Reminder Notice <input type="checkbox"/> Other: _____	
3rd Notification		<input type="checkbox"/> Invitation <input type="checkbox"/> Phone Call <input type="checkbox"/> In Person <input type="checkbox"/> Reminder Notice <input type="checkbox"/> Other: _____	

The following documents were provided to parent(s) at no cost:

Yes No 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)

Parent Signature: *Sharon Fischer* Date: _____

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.

Each teacher and provider who is responsible for implementation of the IEP has been informed of his or her specific responsibilities related to implementing the IEP, and the specific accommodations, modifications, and supports that must be provided for the child in accordance with the IEP.

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

****NE IEP 2024.1**

08/05/2024 - 08/06/2025

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.

NEBRASKA DEPARTMENT OF EDUCATION

INDIVIDUALIZED EDUCATION PLAN (IEP)

(007.09C)	(007.09B)	(007.09A)	(007.09C)	(007.09F)
IEP Meeting Date: 08/01/2024	IEP Effective Date: 08/05/2024 to 08/06/2025	Purpose of IEP Meeting: Annual		
Student Name: Dixie Abbott	Date of Birth:	Student ID#		
Eligibility Category: Autism	Meeting Date: 08/01/2024	Eval/RED Date: 08/02/2025		
Anticipated Date of Next Reevaluation:	Mail Date: 07/29/2024			
Resident School: Beatrice High School	Grade: 10	School Year: 24-25		
Parent(s)/Guardian(s): Steven				
Address: NE 68310		E-mail Address:		
Phone (home):	Phone (work):	Cell Phone:		
Primary Language or Communication Mode(s): <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Sign Language <input type="checkbox"/> Other (specify):				
Parent(s)/Guardian(s): Sharon				
Address: NE 68310		E-mail Address:		
Phone (home):	Phone (work):	Cell Phone:		
Primary Language or Communication Mode(s): <input checked="" type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Sign Language <input type="checkbox"/> Other (specify):				
PARTICIPANTS IN IEP MEETING				
The names and roles of individuals participating in developing the IEP meeting (007.03)				Method of Participation
Name	Role			
Dixie Abbott	Student when appropriate or if 16 years of age or older (007.03A7, 007.03A10)	In Person		

Non-Signing Guardian View

Complete

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

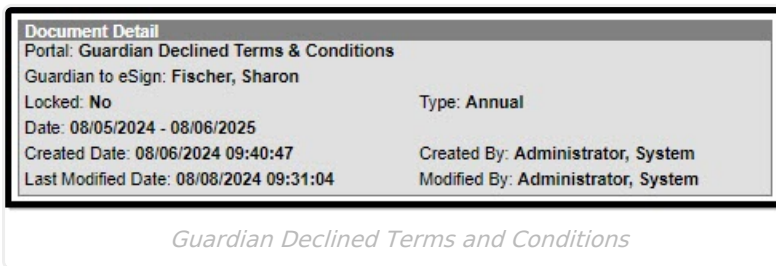
Tool Search: [Special Ed Documents](#)

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

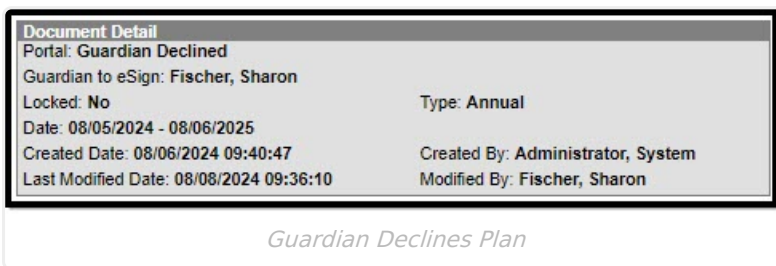
When a guardian declines the Terms and Conditions for eSignature, a message displays on the Document Detail indicating the terms were declined. A physical copy is needed to obtain guardian signatures at this time.



Guardian Declined 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: Fischer, Sharon	
Locked: No	Type: Annual
Date: 08/05/2024 - 08/06/2025	
Created Date: 08/06/2024 09:40:47	Created By: Administrator, System
Last Modified Date: 08/08/2024 09:24:29	Modified By: Fischer, Sharon

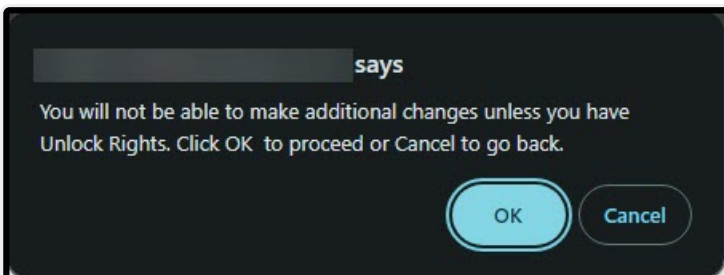
Document Detail Information

Lock

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

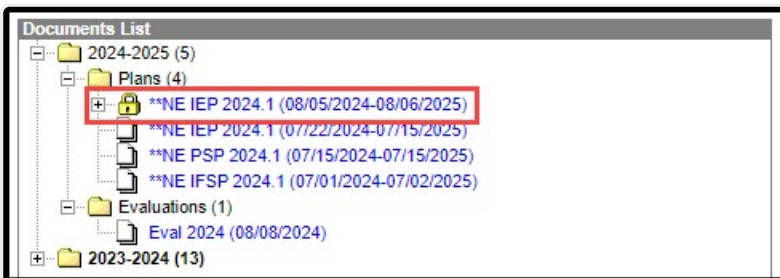
Additional lock logic may apply when the plan is not filled out completely.

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.

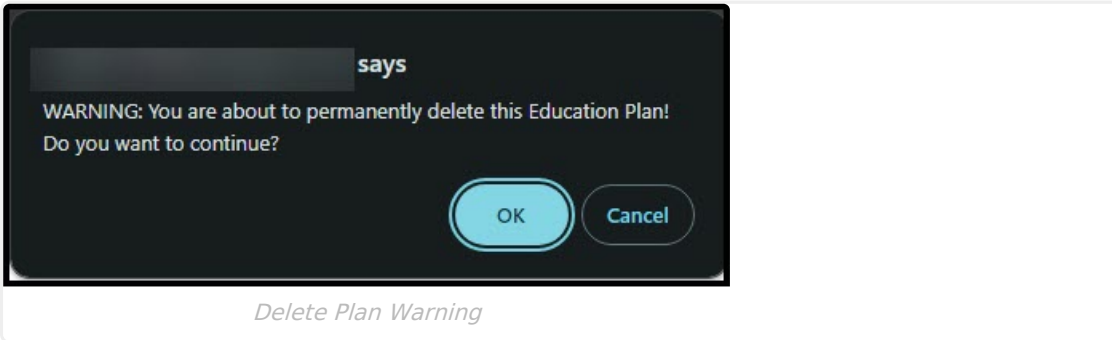


Locked Plan

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.