Plan eSignature Editors (Massachusetts)

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Response Section | Amend Response

Tool Search: Special Ed Documents

The Massachusetts Individual Education Plan can be sent to parents/guardians to sign (eSign) on the Campus Parent Portal electronically.

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. Two editors, Response Section and Amend Response, require parent/guardian eSignatures, which are indicated with an eSign label on the Editor Home. 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 Massachusetts Individual Education Plan article for the most updated print format.

Massachusetts Editor Home - eSign Editors

Response Section

School Assurance: I certify that the goals in this IEP are those recommended by the Team and that the indicated special education services will be provided.

Name and Role of LEA representative

Date

month/day/year

Response from parent(s) or student who has reached the age of majority with decision making rights:
It is important to tell the district your decision as soon as possible. Please indicate your response by checking the appropriate box below and returning a signed copy to the district.

I accept this IEP as developed.
☐

I reject the following portions of the IEP with the understanding that any portion(s) that I do not reject will be considered accepted and implemented immediately.
☐

Rejected portions are as follows:

I reject this IEP as developed.
☐

Parent Comment: I would like to make the following comment(s) but realize any comments made that suggest changes to the proposed IEP will not be implemented unless the IEP is amended.

Yes, I request a meeting to discuss the rejected IEP or rejected portion(s).
☐

No, I do not request a meeting to discuss the rejected IEP or rejected portion(s).
☐

Response Section Editor

1. Navigate to the **Response Section** editor.
2. Fill out the **Name and Role of LEA representative** and **Date** fields.
3. To complete the editor, only one of the checkboxes needs to be marked. The parent/guardian fills out the rest of the editor during the eSignature process.
4. 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. Note that this editor cannot be placed in a Not Needed status.

Not Needed

Complete Pending eSignature

Complete ▼

Complete Pending eSignature Button

Amend Response

School Assurance: I certify that the changes in this amendment are those recommended by the Team and that the indicated special education services will be provided.

Name and Role of LEA representative

Date

month/day/year

Response from parent(s) or student who has reached the age of majority with decision making rights:

It is important to tell the district your decision as soon as possible. Please indicate your response by checking the appropriate box below and returning a signed copy to the district.

I accept the IEP amendment

☐

I reject the following portions of the IEP amendment with the understanding that any portion(s) that I do not reject will be considered accepted and implemented immediately.

☐

Rejected portions are as follows:

I reject the IEP amendment

☐

Parent Comment: I would like to make the following comment(s) but realize any comments made that suggest changes to the proposed IEP will not be implemented unless the IEP or IEP amendment is changed.

Yes, I request a meeting to discuss the rejected IEP or rejected portion(s).

☐

No, I do not request a meeting to discuss the rejected IEP or rejected portion(s).

☐

Amend Response Editor

1. Navigate to the **Amend Response** editor.
2. Fill out the **Name and Role of LEA representative** and **Date** fields.
3. To complete the editor, only one of the checkboxes needs to be marked. The parent/guardian fills out the rest of the editor during the eSignature process.
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 or Complete Pending eSignature Button