

Plan eSignature Editors (Maine)

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Tool Search: Special Ed Documents

The Delaware 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.

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, MaineCare and Prior Written Notice, 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 status **Complete Pending eSignature** or **Not Needed**. All other editors must be in a **Complete** status.

screenshot of editor home

MaineCare

screenshot

1. Navigate to the MaineCare 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. Fill out the editor, then click **Save & Stay**.
2. 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.



Prior Written Notice

screenshot

1. Navigate to the **Prior Written Notice** editor.
 2. 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.
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