

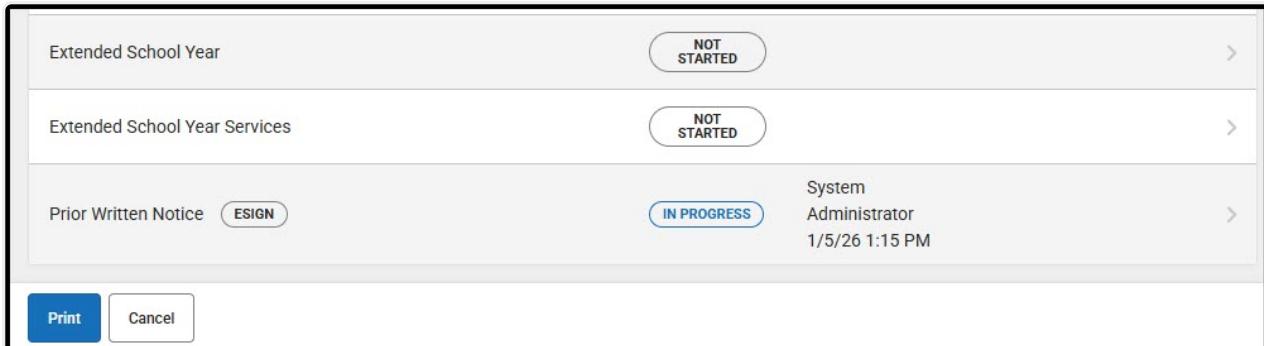
Plan eSignature Editors (North Dakota)

Last Modified on 01/09/2026 9:58 am CST

Tool Search: Special Ed Documents

The North Dakota Individual Education Plan can be sent to parents/guardians to be electronically signed (eSigned) on the Campus Parent Portal.

See the core [Special Ed eSignature Process](#) article for information on the overall process and setup for eSignature documents.



Extended School Year NOT STARTED >

Extended School Year Services NOT STARTED >

Prior Written Notice Esign IN PROGRESS System Administrator 1/5/26 1:15 PM >

Print Cancel

IEP Editor Home, Prior Written Notice Editor

The Prior Written Notice editor requires a parent/guardian eSignature, which is indicated with an eSign label on the Editor Home. To send the plan to the student's parent/guardian, the editors must be placed in a **Complete Pending eSignature** or **Not Needed** status. All other editors must be in a **Complete** status.

See the [North Dakota Individual Education Plan](#) article for additional information about the fields and editors within the plan.

Prior Written Notice

The Prior Written Notice editor documents the team's actions regarding the student's special education needs. The editor is labeled as an eSign editor in the header.

Prior Written Notice of Special Education Action

Date of Prior Written Notice: (Required)

01/05/2026



This notice informs you of the action proposed or refused by the district:

Evaluation:

- Initial evaluation of your child for special education services*
- Refuses initial evaluation of your child for special education services
- Reevaluation of your child for special education services*
- Refuses reevaluation of your child for special education services
- Additional evaluation of your child related to their IEP*
- Refuses additional evaluation of your child related to their IEP
- Independent Educational Evaluation (IEE)
- Refuses Independent Educational Evaluation (IEE)
- Functional Behavior Assessment (FBA)*
- Other

*Parent/guardian written consent required

Prior Written Notice Detail Screen

1. Navigate to the **Prior Written Notice** editor.
2. Click **New** to create a Prior Written Notice record.
3. Fill out all required fields and any additional fields needed.
4. Click **Save** or **Cancel** to return to the list screen.
5. Select the down arrow on the Complete button, then click **Complete Pending eSignature**.

The editor is now in the correct status to send to the parent/guardian for eSignature. This editor cannot be placed in a Not Needed status.

Prior Written Notice IN PROGRESS ESIGN Editor 25 of 25

	Date of Prior Written Notice ↑	Reason for Prior Written Notice
	01/05/26	Initial evaluation of your child for special education services*, Eligible for special education and ...

Not Needed
Complete Pending eSignature
Complete
▼
New
Cancel
Print
Editors
◀ Previous
Next ▶

Prior Written Notice List Screen, Complete Pending eSignature Button

After marking all other editors as Complete or Not Needed, the plan is ready to send to the parent/guardian for eSignature. See the core [Special Ed eSignature Process](#) article for information on the rest of the eSignature process and setup for eSignature documents.