

# 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

New

Cancel

Complete ▼

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.