

# Plan eSignature Editors (North Dakota)

Last Modified on 12/30/2025 12:06 pm 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.

screenshot, editor home of IEP

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.

screenshot of editor where parent needs to fill out

1. Navigate to the **Prior Written Notice** editor.
2. Fill out all required fields and any additional fields needed.
3. 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.

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.