

Document eSignature Editors Setup (Wisconsin)

Last Modified on 10/05/2026 12:06 pm CDT

This page is IN PROGRESS 2643 - <https://issues.infinitecampus.com/jira/browse/LCP-76350>

Path: Student Information > Special Ed > Special Ed Documents

Several Wisconsin Special Ed Documents can be sent to parents/guardians for electronic signature (eSigned) via the Campus Parent Portal. The following documents can be eSigned:

- [Existing Data Review](#)
- [Individual Education Plan](#)
- [Individual Service Plan](#)

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

Existing Data Review

The **Parent Consent to Evaluate** editor in the Existing Data Review document requires a parent/guardian eSignature, indicated by an eSign label on the Editor Home. To send the Existing Data Review to the student's parent/guardian, the editors must be placed in a **Complete Pending eSignature** status. All other editors must be in a **Complete** status.

Parent Consent to Evaluate

The Parent Consent to Evaluate editor documents the guardian's consent for their student to be evaluated for special education service needs. The editor is labeled with "eSign" in the header.

Parent Consent to Evaluate

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Parent Consent/Permission to Administer Assessments and Other Evaluation Materials as Part of an Initial Evaluation

I understand the action proposed by the school district and:

☐ I give my consent for the school district to administer these assessments or other evaluation materials described in this notice to my child as part of an initial evaluation. I understand my consent is voluntary and may be revoked at any time before the administration of assessments or other evaluation materials.

☐ I do not give my consent for the school district to administer these assessments or other evaluation materials described in this notice to my child as part of an initial evaluation. I understand that if I do not consent for the school district to administer these assessments or other evaluation materials, the school district may request mediation or initiate a due process hearing regarding whether those assessments or other evaluation materials should be administered.

For School District Use Only

Date school district received parent consent

The Parent Consent to Evaluate editor in an In Progress status.

1. Navigate to the **Parent Consent to Evaluate** editor.
2. 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 Existing Data Review is ready to send to the parent/guardian for eSignature.

Individual Education Plan

The **Parent Consent/Permission for Initial Placement** editor in the Individual Education Plan document requires a parent/guardian eSignature, indicated by 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** status. All other editors must be in a **Complete** status.

Parent Consent/Permission for Initial Placement

The Parent Consent/Permission for Initial Placement editor is used to note the parent/guardian's consent for their student to receive special education services. The editor is labeled with "eSign" in the header.

Parent Consent/Permission for Initial Placement

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Before the school district can provide special education to your child as described in their ISP your written consent (permission) is needed. Your consent is voluntary and can be revoked prior to the initial provision of special education. You can also revoke consent in writing for your child's receipt of special education services after the child is initially provided special education and related services.

I understand the action proposed above and:

please check appropriate box below, sign and date, and return one copy to the school district

☐ I give my consent for my child [redacted] to receive special education services.

☐ I do not give my consent for my child [redacted] to receive special education services.

I understand that if I refuse to give my consent for my child to receive special education services the school district is not required to convene an ISP meeting or develop an ISP for my child. I further understand that the district will not be in violation of the requirement, under the federal Individuals with Disabilities Education Act (IDEA) and Sub. V. Chapter 115, Wis. Stats., the state special education law, to make available a free appropriate public education (special education and related services) for my child.

The Parent Consent/Permission for Initial Placement editor in an In Progress status.

1. Navigate to the **Parent Consent/Permission for Initial Placement** editor.
2. 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.

Individual Service Plan

The **Parent Consent/Permission for Initial Placement** editor in the Individual Service Plan document requires a parent/guardian eSignature, indicated by 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** status. All other editors must be in a **Complete** status.

Parent Consent/Permission for Initial Placement

The Parent Consent/Permission for Initial Placement editor is used to note the parent/guardian's consent for their student to receive special education services. The editor is labeled with "eSign" in the header.

Parent Consent/Permission for Initial Placement

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Editor 26 of 27

Before the school district can provide special education to your child as described in their ISP your written consent (permission) is needed. Your consent is voluntary and can be revoked prior to the initial provision of special education. You can also revoke consent in writing for your child's receipt of special education services after the child is initially provided special education and related services.

I understand the action proposed above and:

please check appropriate box below, sign and date, and return one copy to the school district

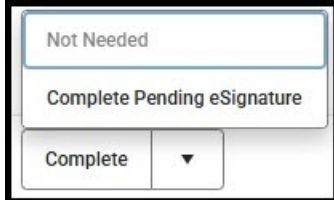
☐ I give my consent for my child [REDACTED] to receive special education services.

☐ I do not give my consent for my child [REDACTED] to receive special education services.

I understand that if I refuse to give my consent for my child to receive special education services the school district is not required to convene an ISP meeting or develop an ISP for my child. I further understand that the district will not be in violation of the requirement, under the federal Individuals with Disabilities Education Act (IDEA) and Sub. V. Chapter 115, Wis. Stats., the state special education law, to make available a free appropriate public education (special education and related services) for my child.

The Parent Consent/Permission for Initial Placement editor is in an In Progress status.

1. Navigate to the **Parent Consent/Permission for Initial Placement** editor.
2. 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.



The screenshot shows a dropdown menu with three options: 'Not Needed', 'Complete Pending eSignature', and 'Complete'. The 'Complete' option has a small downward arrow next to it, indicating it is the selected or active option.

After marking all other editors as Complete or Not Needed, the plan is ready to send to the parent/guardian for eSignature.