

**Seattle Public Schools
Special Education Department**



IEP Online Electronic Signatures

All major records and the Medicaid Parental Consent record will have a Signatures tab, and it will require signatures based on the record type and signatures included on the PDF.



- GT
 - Special Education referral
 - Medicaid Parental Consent
 - Evaluation Consent
- Eligibility
 - Initial
 - Reevaluation
 - 504 Eligibility
 - Revoke Consent
 - Medicaid Parental Consent
- Plan
 - Initial (and amendment, initial special education services)
 - Review (and amendment)
 - Transfer (and amendment)
 - Section 504 (and amendment)
 - Medicaid Parental Consent
 - Excused Team Member

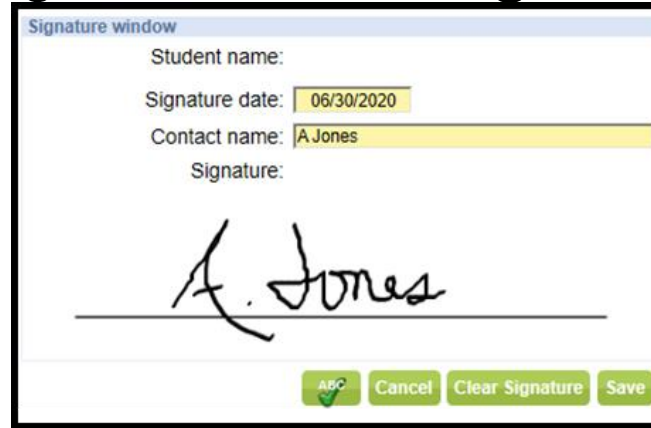
The Meeting Participants will be listed on the Signature tab where you can designate how each participant's signature will be recorded.



- The default selection for each participant will be an **Attachment**, and the signature **Status** will be Incomplete until either an attachment or electronic signature is provided.
- Click the checkbox under Electronic for those participants who will provide a signature electronically.

See Next Slide for Example

Once **Electronic** is selected, click the **+** under **Add Signature** to record the participant's signature in the **Signature Window**.

A screenshot of a web-based 'Signature window' interface. The window has a title bar that says 'Signature window'. Below the title bar, there are four input fields: 'Student name:' (empty), 'Signature date:' (containing '06/30/2020'), 'Contact name:' (containing 'A Jones'), and 'Signature:' (containing a handwritten signature 'A. Jones'). Below the signature line, there are four buttons: 'ABC' with a checkmark, 'Cancel', 'Clear Signature', and 'Save'.

- The **Signature Date** and **Contact Name** are required fields. The white space above the signature line can be used for the participant's signature. The signature can be created with a touch screen or a mouse.
- If the participant needs to clear any marks they have made and sign again, click the **Clear Signature** button.
- If this is virtual IEP meeting (at parent's request), there is an option to allow participants to use the request control feature in Microsoft Teams – this will temporarily grant control to team members for the purposes of collecting signatures.
- Once the signature is complete, click **Save**.

After the participant's signature has been added, the **Status** for that participant will update to **Complete**.

Demographic GT Eligibility **Plan**

Student Roster Find Student Print ABC Save

- Notification
- Signatures**
- Planning
- Performance
- Transition
- Goals
- Services
- Lre
- Accommodations
- Testing
- Prior Notice
- Progress

Meeting Participants

Title	Name	Attachment	Electronic	Add Signature	Status
Parent		<input type="checkbox"/>	<input checked="" type="checkbox"/>	+	Complete
General Education Teacher		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Incomplete
Educational Specialist		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Incomplete
Administrator/Designee		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Incomplete
Case Manager		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Incomplete
Movement Therapist		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Incomplete
Student		<input type="checkbox"/>	<input type="checkbox"/>		Incomplete

Medicaid Consent

Medicaid Consent:

Title	Name	Attachment	Electronic	Add Signature	Status
Parent		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Incomplete

Initial Special Education Services

Initial Special Education Services Consent:

Title	Name	Attachment	Electronic	Add Signature	Status
Parent		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Incomplete

After a Signature Page is uploaded, the participants with **Attachment** checked will reflect a **Status** of **Complete** and the **Signatures** tab indicator will change to a green circle to indicate the **Signatures** tab is complete.



Demographic GT Eligibility **Plan**

Student Roster Find Student Print Save

- Notification
- Signatures**
- Planning
- Performance
- Transition
- Goals
- Services
- Lre
- Accommodations
- Testing
- Prior Notice
- Progress

Meeting Participants

Title	Name	Attachment	Electronic	Add Signature	Status
Parent		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+	Complete
General Education Teacher		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Complete
Educational Specialist		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Complete
Administrator/Designee		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Complete
Case Manager		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Complete
Movement Therapist		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Complete
Student		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Complete

Medicaid Consent

Medicaid Consent: Consent

Title	Name	Attachment	Electronic	Add Signature	Status
Parent		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Complete

Initial Special Education Services

Initial Special Education Services Consent: Yes

Title	Name	Attachment	Electronic	Add Signature	Status
Parent		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Complete

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If participants are excused from the meeting, it will be noted on the **Signatures** tab and a new **Excused Team Members** section will appear on the screen to indicate if the parent/student agree to excuse the noted participants.



Demographic GT Eligibility **Plan**

Student Roster Find Student Print Save

Notification Signatures Planning Performance Transition Goals Services Lre Accommodations Testing Prior Notice Progress

Meeting Participants

Title	Name	Attachment	Electronic	Add Signature	Status
Parent		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+	Complete
General Education Teacher		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Complete
Educational Specialist (EXCUSED)					
Administrator/Designee		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Complete
Case Manager		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Complete
Movement Therapist		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Complete
Student		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Complete

Excused Team Members

We agree to excuse the attendance of the team member(s) above at the IEP meeting specified at the top of this form because this member's area of the curriculum or related services is not being modified or discussed at this IEP meeting.

We consent to excuse the attendance of the team member(s) above at the IEP meeting specified at the top of this form because, although the IEP meeting involves a modification to or discussion of this staff member's area the curriculum or related services, he/she will submit in writing, to the parent and IEP team, input into the development of the IEP prior to the meeting.

Title	Name	Attachment	Electronic	Add Signature	Status
Student		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Complete
Parent		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Complete
Administrator/Designee		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Complete

I do not agree to excuse the attendance of the team member(s) above from the IEP meeting specified at the top of this form.

Medicaid Consent

Medicaid Consent: Consent

Title	Name	Attachment	Electronic	Add Signature	Status
Parent		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Complete

Initial Special Education Services

Initial Special Education Services Consent: Yes

Title	Name	Attachment	Electronic	Add Signature	Status
Parent		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Complete

In the **Excused Team Members** section, select the appropriate checkbox to indicate consent or not. The signature for the excusal of participants can also be collected on the **Signatures** tab in the table that appears in the **Excused Team Members** section.

Electronic signatures print on the signature page of documents.

Signatures are used to document participation in the meeting and do not constitute agreement or disagreement.

Excused	Title	Participant Name	Signature
<input type="checkbox"/>	Case Manager		
<input type="checkbox"/>	Parent		<i>signature</i>
<input type="checkbox"/>	Administrator/Designee		
<input type="checkbox"/>	Educational Specialist		
<input type="checkbox"/>	General Education Teacher		
<input type="checkbox"/>	Movement Therapist		
<input type="checkbox"/>	Student		

Thank You!



Have a Wonderful Day