## Parent/Guardian Guide to Electronic Consent/Signature Page Guide

Here is a quick overview of what it will be like to sign your student's IEP consent and signature page electronically via Informed K12.

1) Look for an email from your student's case manager. From there, you can click on the blue "view your form" button and access the form. Note – you do not need an account or special log-in to access the document.
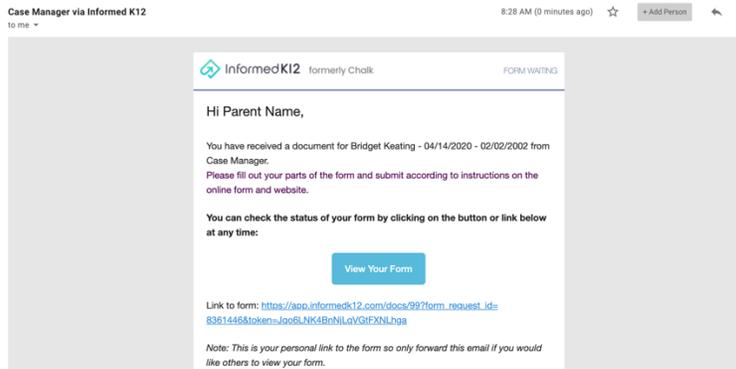
2) You will notice the document looks very similar to what you were perhaps previously used to signing on paper. The first portion you will sign is the participation section. Please sign and date to the date of the IEP meeting. If your student is in the practice of signing their IEPs, you can also pass the device to them to sign, if they are 13 or older.

1601 East Chestnut Avenue, Santa Ana, CA 92701-6322   (714) 558-5501

BOARD OF EDUCATION
Rigo Rodriguez, Ph.D., President • Valerie Amezcua, Vice President
Alfonso Alvarez, Ed.D., Clerk • John Palacio, Member • Carolyn Torres, Member

3) The next section is to declare your consent. Please select from the dropdown the choice that best suits your position. If you need to write in an exception, you can write in the space below. If you run out of space, you can always attach an additional document.

Please make sure you also sign, date and select your title from the dropdown below the signature line.

4) Finally, it is time to send it on to the case manager. Once you click the pink button "I have reviewed this form" you can select "send to next approver"

5) At this point you will want to copy the case manager's email, which is listed right above the purple button "send to this recipient" and paste it in the email section below. You will also want to input their name. Once you have inputted their name and email, you can click "send to this recipient" and your form will be sent back to them.

6) Please do not hesitate to reach out to our support team with any questions you might have!
   support@informedk12.com