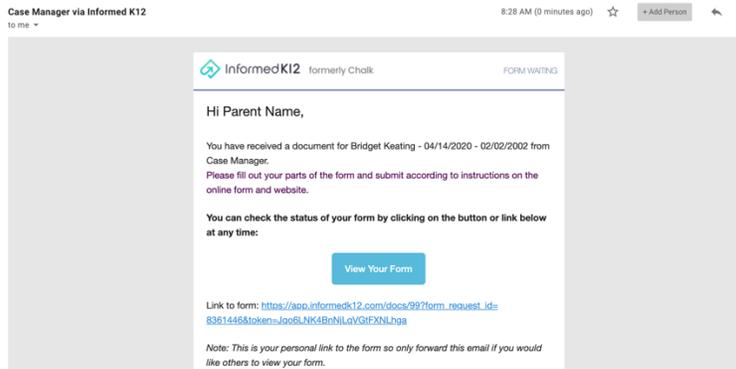




## Parent/Guardian Guide to Electronic Consent/Signature Page Guide

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.

**Signature(s) and Parent Consent**

Student Name Bridget Keating      Date of Birth 02/02/2002      IEP Date 04/14/2020

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**IEP MEETING PARTICIPANTS**

<u>Click to sign here</u>	<u>04/14/2020</u>	_____	_____
Parent / Guardian / Surrogate	Date	Parent / Guardian	Date
<u>Click to sign here</u>	<u>mm/dd/yyyy</u>	_____	<u>mm/dd/yyyy</u>
Student / Adult Student	Date	General Education Teacher	Date

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- 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.

The screenshot shows a form interface. At the top, there is a section titled "Attachments:" with a button labeled "Add Attachment". Below this is a red button with the text "I have reviewed this form -". Underneath is the "CONSENT" section, which includes a dropdown menu for "I agree with the IEP, with the exception of...", a text input field for "Exceptions", and a line of text: "Signature below is to authorize and approve the IEP." Below this are two rows of signature and date fields. The first row has a "Signature" label, a "Click to sign here" button, a dropdown menu with "Parent" selected, and a "Date" field with "04/14/2020" entered. The second row has empty "Signature" and "Date" fields.

- 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"

The screenshot shows a dropdown menu with a pink header button labeled "I have reviewed this form -". Below the button, the menu is open, showing three options: "Send to next approver", "Send back for corrections", and "Deny".

- 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.

The screenshot shows a web form with the following sections:

- Already completed by:**
  1. Bridget Keating-Klamm <bridget@informedk12.com>
  2. LEA Rep <bridget@informedk12.com>
  3. Case Manager <bridget@informedk12.com>
- Please enter next recipient below.** A purple button labeled "Send to this recipient" and a link "Go back to the question" are positioned to the right.
- Case Manager:** A text input field containing "Who does this go to?"
- Email:** A text input field containing "Email"
- Confirm Email:** A text input field containing "Enter email again to confirm"
- Cc:** A text input field containing "Email (include multiple by separating with commas)". Below it is a link "Send a view-only link".
- Subject:** A text input field containing "Sign or Review: Form for Bridget Keating - 04/14/2020 - 02/02/2002 titled Parent Conser"
- Message:** A text area containing "You have received a document for Bridget Keating - 04/14/2020 - 02/02/2002 from Parent Name. Please fill out your parts of the form and submit according to instructions on the"

- 6) Please do not hesitate to reach out to our support team with any questions you might have!

[support@informedk12.com](mailto:support@informedk12.com)

The screenshot shows a "Contact us" form with the following fields:

- Your name (optional):** A text input field.
- Email address:** A text input field.
- How can we help you?:** A large text area.
- Attachments:** A dashed box containing a plus icon and the text "Add up to 5 files".
- Send:** A green button at the bottom right.
- zendesk:** A small logo at the bottom left.