

SEISign – Electronic Signatures



Contact
1.866.468.2891
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Future IEP Pre-Meeting Forms

An E-Signature package can be created to send a pre-meeting form for signature, such as a Meeting Notice or Assessment Plan on the Future IEP or Unaffirmed Amendments.

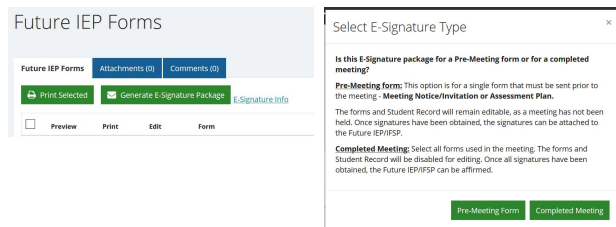
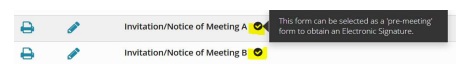
The forms that can be included in the pre-meeting e-signature package are identified by a checkmark next to the form title.

Only **one** pre-meeting form can be selected.

- The consent on the signer's webpage is specific to the form that is being sent in the e-signature. The consent was only programmed for the State SELPA IEP forms. *If your SELPA uses a custom Meeting Notice or Assessment Plan form, the single forms option will not be available for that form.*

Click the **Generate E-Signature** button.

Click the **Pre-Meeting Form** button.



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Future IEP Pre-Meeting Forms

If the student has multiple Meeting Notices or Assessment Plans on the Future IEP, a drop down will display on the signer's module.

- The most recent Meeting Notice or Assessment Plan will be pre-selected.

Click in the drop down if a different Meeting Notice or Assessment Plan should be sent in the e-signature package.

The IEP and Student Record will remain editable while the e-signature is in process.

Once all signatures are obtained, the signed PDF can be attached to the IEP.

Generate E-Signature Package

Signer Full Name: Title/Relationship to Student: Email:

Enter a Password for Signer(s) to access document [?](#)
Password is sent via text msg or share directly with signer(s).

Select an Entry Date for: Invitation/Notice of Meeting [?](#)
 01/22/2021 - 1:00pm ▼



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Future IEP Completed Meeting

To create an e-signature for a completed meeting, select the forms that were included in the meeting and click the **Generate E-Signature** button.

Since the meeting has not been affirmed, data should not be edited after the E-Signature has been sent.

A validation will run, to ensure the following:

- No other users are actively editing forms
- No unaffirmed Amendments exist
- IEP does not contain CALPADS Errors

Users will be unable to:

- Edit the Future IEP forms
- Add an Amendment
- Update Progress Reports
- Save/Update the Student Record
- Exit or Transfer the Student Record

Future IEP Forms

Future IEP Forms Attachments (0) Comments (0)

[Print Selected](#) [Generate E-Signature Package](#) [E-Signature Info](#)

| <input type="checkbox"/> | Preview | Print | Edit | Form |
|-------------------------------------|---------|-------|------|--------------------------|
| <input type="checkbox"/> | | | | IEP At a Glance |
| <input checked="" type="checkbox"/> | | | | Information/Eligibility |
| <input checked="" type="checkbox"/> | | | | Services - Offer of FAPE |



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Current IEP

An E-Signature package can also be created after the IEP is affirmed.

Go to the student's Current IEP and select the forms that were included in the meeting.

Click the **Generate E-Signature** button.

Since the meeting has already been affirmed, data on the Student Record and IEP can be updated.

Current Affirmed Forms

Affirmed Information

Meeting Date: 08/11/2020

Meeting Type: Annual Meeting

Plan Type: IEP

Signature: Yes No

| Affirmed Forms | Attachments (0) | Amendments (1) | Comments (0) |
|-------------------------------------|-----------------|----------------|--------------------------|
| | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | IEP At a Glance |
| <input checked="" type="checkbox"/> | | | Information/Eligibility |
| <input checked="" type="checkbox"/> | | | Services - Offer of FAPE |



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Amendment Pre-Meeting Forms

To send an E-Signature package for a pre-meeting form on an unaffirmed Amendment, go to the student's Current IEP and click on the **Amendments** tab.

Click the **View/Print** icon for the unaffirmed Amendment.

Select the Meeting Notice or Assessment Plan form.

Click the **Generate E-Signature** button.

Click the **Pre-Meeting Form** button.

If the student has multiple Meeting Notices or Assessment Plan, verify the entry in the drop down.

The IEP and Student Record will remain editable while the e-signature is in process.

| Affirmed Forms | Attachments (0) | Amendments (6) | Comments (0) |
|----------------|-----------------|----------------|--------------|
| | | | |
| | | Amendment Date | Date Added |
| | | 01/06/2021 | 01/07/2021 |

Select E-Signature Type

Is this E-Signature package for a Pre-Meeting form or for a completed meeting?

Pre-Meeting Form: This option is for a single form that must be sent prior to the meeting: Meeting Notice/Invitation or Assessment Plan. The forms and Student Record will remain editable, as a meeting has not been held. Once signatures have been obtained, the signatures can be attached to the future IEP/IFSP.

Completed Meeting: Select all forms used in the meeting. The forms and Student Record will be disabled for editing. Once all signatures have been obtained, the future IEP/IFSP can be affirmed.

Pre-Meeting Form Completed Meeting

Generate E-Signature Package

Signer Full Name: Title/Relationship to Student: Email:

Enter a Password for Signer(s) to access document

Password is sent via text msg or share directly with signer(s).

Select an Entry Date for: Invitation/Notice of Meeting A

01/22/2021 - 1:00pm



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Amendment

An E-Signature package can be created for any affirmed Amendment.

Go to the student's Current IEP and click on the **Amendment** tab.

Click on the **View/Print** icon to view the Amendment.

| View/Print | Edit | Amendment Date | Date Added | Affirmed By / Date | Signed | Attachments | Purpose | Comments | E-Signature in Process |
|------------|------|----------------|------------|--------------------------|--------|-------------|---------|----------|------------------------|
| | | 08/27/2020 | 08/27/2020 | State Forms / 08/27/2020 | Yes | 0 | N/A | | No |

Select the forms that were included in the meeting and click the **Generate E-Signature** button.

Affirmed Forms Attachments (0) Comments

Preview Print Form

Amendment



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Adding Signers

Enter the signer's information and click the **Add Signer** icon (up to 20 signers can be added).

Cell phone is not required, however the password to the e-signature package will be sent as a text message to the signer's cell phone. If the cell phone number is not entered, the provider will need to share the password with the signer.

In the Name field, keyword search for the student's providers! The provider's name, provider type, email and cell phone number will pull directly from their SEIS profile!

Enter a password that will be sent to the signer(s) in order to view/sign the forms.

We send a text message and email as part of a two-step security measure to authenticate that only the intended signers have access to the documentation.

If the signer's need to provide for Medi-Cal consent, check the Include Medi-Cal Consent statement checkbox.

If a Spanish translation needs to be included, check the Include Spanish Copy of Forms check box.

Generate E-Signature Package

Signer Full Name: Title/Relationship to Student: Email: Cell Phone

Enter a Password for Signer(s) to access document Signer(s) may contact you via the following Email:

Attached Docs: Services - Other of FAPE Substate assessments

Attached Docs: Services - Other of FAPE Substate assessments

Include Medi-Cal consent statement

Include Spanish copy of forms (if a form is not available in Spanish, it will display in English)

I acknowledge all documentation and signer information is correct.



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Cancelling an E-Signature Package

If any edits/changes are needed, the E-Signature can be cancelled.

Cancelling the E-Signature Package will not allow signers to access the E-signature package and will void the signature of any recipient who has signed.

The Reason will be emailed to all signers and will display on the homepage Follow Up notice.



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The Signer's Webpage

The signer will receive an email from noreply@seissign.org.

Click the **Review Documents** button.

The signer will enter the password and select to display the forms/consent in English or Spanish, if the 'Include Spanish copy of forms' was selected on the Signer's module.

Click the **View Document** button



Hi cristy,
You have been sent documents to review and sign electronically for J. Bean.*
If you have any questions, please contact Cristy Childers cawenson@sjcoe.net
*Please Note: A password is required to view the document. Please contact the sender if you have not received an automated text message with the password.
The link will expire on 1/21/2021 9:37:42 AM.

REVIEW DOCUMENTS

Secured Document

Enter the document password

Language/Idioma: English/Inglés Spanish/Español

*Only the forms that are available in Spanish will display in Spanish. Solo los formularios que están disponibles en español se mostrarán en español.

View Document



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The Signer's Webpage

The Consent and Signature encompasses all forms within the electronic signature package.

If Spanish was selected the Consent section will display in Spanish, as well as the IEP forms (if a Spanish translation is available).

The screenshot displays the SEIS Sign interface. On the left, there is a form titled 'STATE FORM 50154 REVISED EDUCATION PROGRAM (IEP) INFORMATION (ELIGIBILITY)'. The form includes fields for Student Legal Name, Date of Birth, IEP Date, Last IEP, and Next IEP. Below this, there are sections for 'IEP TEAM' and 'Additional Professor of Work (if needed)'. Further down, there are fields for 'Parent/Guardian' and 'Home Address'. On the right side of the page, there is a 'Consent' section with several radio button options for agreeing to the document, declining services, or participating. Below the consent section is a 'Participation Only' section with similar options. At the bottom right, there is a 'Please Sign Below' section with a large rectangular area for a signature and a 'Sign' button.



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The Signer(s)

Once signed, the recipient will be able to download a PDF of the electronic signature package.

After all recipients have signed, all recipients will receive an email with a link to download the completed/signed copy of the document, which includes the electronic signature cover page.



Signature Complete

You have completed signing this document on 4/28/2020 11:15:00 AM. If you signed this document in error, or are requesting further changes, please contact the Sender (Cristy Swenson seissupport@sjcoe.net) and request they void and re-issue a new document for e-signature.

A copy of the document (e-signature image not included) may be saved by clicking the Download PDF link below.

Once all recipients have signed, an email will be sent to you with a link to download the document that includes the Electronic Signatures cover page.

This webpage will expire on 5/28/2020 11:15:00 AM.

[Download PDF](#)



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Follow Up

Users can manage the E-Signature process from the Follow Up section of the homepage.

The status will automatically update as signatures are obtained and once the package is ready for the next steps.

Click the Go to E-Signature icon to be directed to where the E-Signature was created.

An Electronic Signature Package was generated for the students in this notice.

Click the View E-Signature Details icon to do the following:

- View the status of all signers
- Add a comment
- Add a signer
- Remove a signer
- View the E-Signature package

Click the Go to E-Signature icon to be directed to the student's E-Signature package.

The status will automatically update at each step of the signature process.

- Done:** An E-Signature Package was generated and sent out for signatures.
- Viewed:** Signer has viewed the document.
- Signed:** Signer has signed the document.
- Cancelled:** The sender has cancelled the E-Signature package.
- Expired:** All recipients did not sign within 7 days from receipt of E-Signature email. A PDF document was generated for the signatures that were obtained.
- Validated:** Sender has validated a completed E-Signature Package.
- Removed:** Signer has been removed from the E-Signature Package.
- Ready:** All Signatures have been obtained and the E-Signature package is ready to be completed by either Affirming the Future EP or Attaching the signed/completed package to the Current EP or Amendment.

Remove Selected Rows

Show 10 entries

| Check/Uncheck All | Status | Status Date | Comments | MS ID | SSD | Name | DOB | Reporting LEA | School | Case Manager | E-Signature Created By | Cancelled/Validated By | Reason | Meeting Date | Expires On |
|-------------------------------------|--------|-------------|----------|--------|------------|----------------|------------|---------------------|---------------|--------------|------------------------|------------------------|--------|--------------|------------|
| <input checked="" type="checkbox"/> | Done | 05/23/2021 | | 188312 | 2143801214 | CONNOR, LAYSON | 01/01/2008 | Alameda District 1 | Bayshore High | | Maria Jones | | | 05/12/2021 | 06/01/2021 |
| <input checked="" type="checkbox"/> | Ready | 05/23/2021 | | 188077 | 0548913212 | ENGLISH, ADEE | 05/27/2009 | Christy Park School | Bayshore High | Oliver Bar | State Forms | | | 06/10/2021 | 05/31/2021 |



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Follow Up

To view the details of the E-Signature package, click the **View E-Signature Details** icon.

From here you can:

- Add new signers
- Edit the Email and Phone number of existing recipients
- Resend the E-Signature package to individual signer's
- Remove signers from the E-Signature package

Electronic Signature Details

Add Signer View PDF Sent for E-Signature

Signer Full Name: Title/Relationship to Student: Email: Cell Phone:

Enter original E-Signature package password Password is sent via text msg or share directly with signers.

Signer(s) may contact you via the following: Email: cswenson@sjcoe.net

Include Medi-Cal consent statement

I acknowledge all documentation and signer information is correct. Send E-Signature Package

Signer status

| Name | Title | Email | Cell | Status | Date | Send | Remove |
|------|-------|-----------------------|--------------|---------|-----------------|-------------------------------------|---------------------------------------|
| JM | | seissupport@sjcoe.net | 555-555-5551 | Removed | 8/20/20 4:32 PM | | |
| JAM | | seisqa@sjcoe.net | 555-555-5552 | Sent | 8/20/20 6:00 AM | <input type="button" value="Send"/> | <input type="button" value="Remove"/> |

Please Note: The email to the signers will come from norsoly@seisgen.org.

Comments (optional)



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Student Info Box

If an E-Signature is in process, the **Go to E-Signature** icon will display in the student information box.

This is an easy way to identify that an E-Signature is pending signature.

Click the icon to be directed to where the E-Signature was created.

School: Fun High School
Case Manager: Cristy Childers
Meeting Date (Future IEP): 12/27/2019
Current/Affirmed IEP: 12/27/2019
Affirmed On: 10/02/2020



[Go to E-Signature](#)
[Return to Student IEPs](#)



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Reminder Email

An email reminder will be sent to any user that has not signed at 48 hours and 24 hours of the E-Signature package expiring.

ALL recipients must sign the within 7 days.

- The E-Signature package will expire 7 days after it is created.
- If the package expires but not all of the signer's have signed, a PDF will be generated to capture the signatures that were obtained. This can be attached to the IEP.

Reminder: Your electronic document is going to expire soon

noreply@seis.org
To: Cristy Swenson
Tue 5/26



Hi Cristy,

You have been sent documents to review and sign electronically.*

If you have any questions, please contact Cristy Childers
seissupport@sjcoe.net



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1.866.468.2891
seissupport@sjcoe.net

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Completed Signatures

Once all signatures have been obtained, the stats will be updated to **Ready**.

This means the Case Manager can now either affirm the Future IEP or attach the signed document to the student's Current IEP or Amendment.

Click the **Go to E-Signature** icon or from the View E-Signature Details page, click the **Go to View E-Signed Document** button to be directed to where the E-Signature was created.

Once the E-Signature process is completed, by either affirming the Future IEP or attaching the signed document to the student's Current IEP, the notice will automatically be removed.

| <input type="checkbox"/> Check/ Uncheck | | Status | Status Date |
|--|---|--------|-------------|
| <input type="checkbox"/> |  | Ready | 10/09/2020 |
| <input type="checkbox"/> |  | Ready | 09/22/2020 |



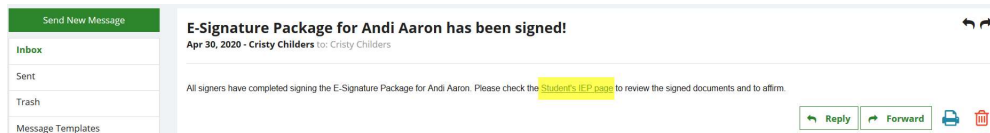
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Completed Signatures

The Case Manager/sender will also receive a message in the Message Center once all signers have completed signing.

Click on the **Student's IEP page** link to be directed to the Future IEP/IFSP, to complete the affirm process.



Send New Message

E-Signature Package for Andi Aaron has been signed!

Apr 30, 2020 - Cristy Childers to: Cristy Childers

All signers have completed signing the E-Signature Package for Andi Aaron. Please check the [Student's IEP page](#) to review the signed documents and to affirm.

Reply Forward Print Delete



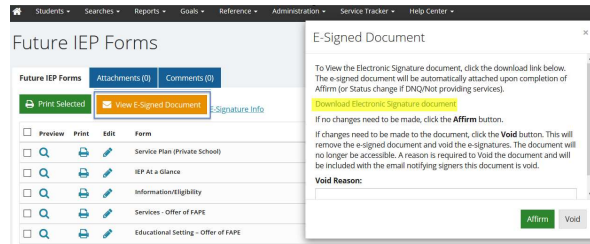
Contact
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Completed Signatures

If the E-Signature package was created on the Future IEP, click the **View Signed Document** button.

- If no edits need to be made, click the **Affirm** button to affirm the IEP/ISP/IFSP.
- If edits need to be made, enter a Void Reason and click the **Void** button.
 - An email will be sent to the signers, indicating the E-Signature has been voided along with the Void reason entered.
 - Once edits have been made, a new E-Signature package will need to be created.



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Affirming

Once affirmed, the signed PDF will automatically attach to the Current IEP/ISP/IFSP.
The Electronic Signatures cover page will be appended to the forms in the PDF.

| Download | Title | Date Added |
|----------|--------------------------------|------------|
| | Electronically Signed Document | 04/23/2020 |

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State Forms SELPA
Date of Birth: 10/20/2008 Meeting Date: 3/15/2016

Electronic Signatures

| | |
|--|---|
| I agree with this document, with the exception of Crisy Swenson (Mom) Signed on 4/23/2020 2:31 PM | I agree with all parts of this document SEIS HD (SEIS) Signed on 4/23/2020 2:22 PM |
| I agree with all parts of this document SEIS QA (QA) Signed on 4/23/2020 2:22 PM | I decline the offer of special education services SEIS Integration (Integration) Signed on 4/23/2020 2:29 PM |



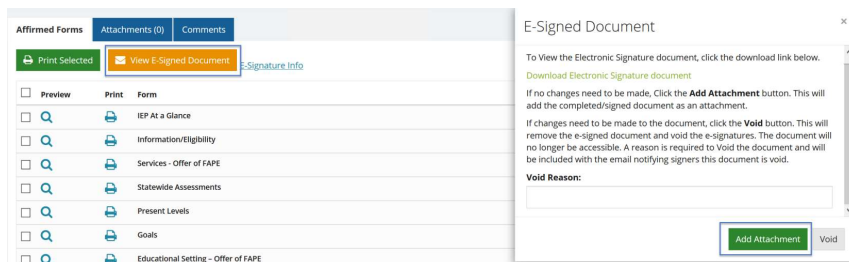
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Current IEP & Amendments

If the E-Signature was created on the student's Current IEP or Amendment, click the **View E-Signed Document**, then click the **Add Attachment** button.

This will attach the signed PDF document to the student's Current IEP or Amendment.



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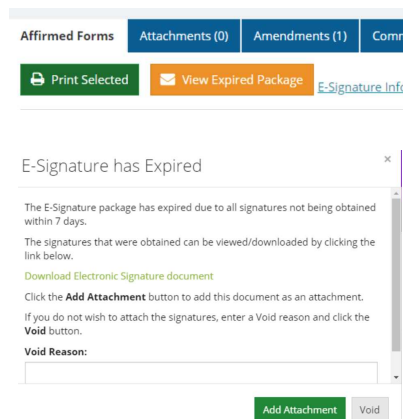
Expired Packages

If the package expires but not all signer's have signed, a PDF will be generated to capture the signatures that were obtained. This can be attached to the IEP or Amendment.

Click the **View Expired Document** button.

Click the **Attach** button to attach the signatures that were obtained before the package expired.

A new package can be created, if needed, to capture the remaining signatures.



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Pending Students

If the student is in a Pending status:

- Teacher level users will click the **Student Change form** button.
 - This will direct the user to the Student Change form to request that the student's Eligibility be updated.
- Admin level users will click the **Change Eligibility** button.
 - This will direct the user to the Eligibility section of the Student Record.

For Initial Evals where student will not be receiving services (DNQ'd/Not Providing Services), the signed PDF will automatically attach to the 'Ineligible Copy' on the IEP History page of the Student Record.

IEP History

| IEP Date | Type | Purpose(s) | Attested By/Date | Progress Date | Drop/ Transfer/ Ineligible Date | Comment | Addendums | Attachments (SEIS 2) |
|---|-----------------|------------|------------------|---------------|---------------------------------|---------|-----------|----------------------|
|  | Future | 30, | | | | | No | No |
|  | Ineligible Copy | 30, | | | 04/24/2020 | | No | Yes |



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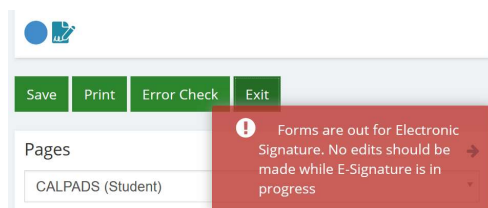
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Exiting / Transferring

If a student has an E-Signature in process, the student will not be able to be Exited or Transferred.

A pop-up message will display to alert the user that an E-Signature is in process.

Once the E-Signature has been completed, the student can be Exited or Transferred.



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Thank You!

If you have any questions on the E-Signature process,
please do not hesitate to contact the SEIS Help Desk.

seissupport@sjcoe.net



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