

## Electronic Signature

With **SEIS Sign** you can easily send an electronic signature package to one or multiple signers, after the completion of a meeting!

Click the link to view the [electronic signature process](#).

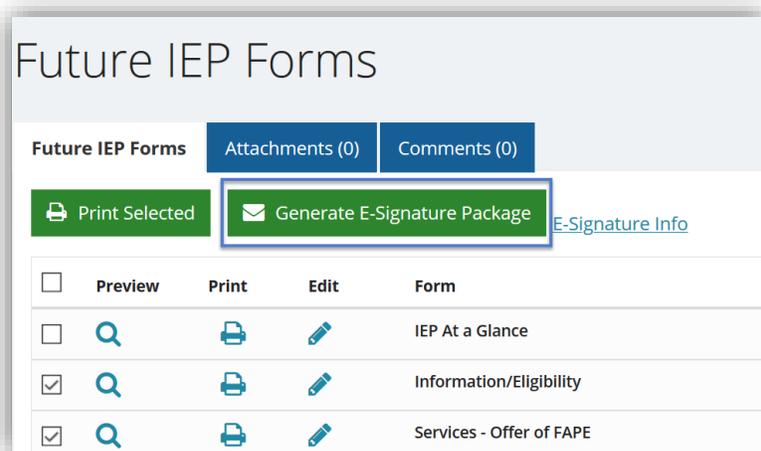
While the E-Signature is in process, all forms and Student Record will be locked, to avoid further content changes. **Users will be unable to:**

- Edit the Future IEP forms
- Add an Amendment
- Update Progress Reports
- Save/Update the Student Record (Including: Exiting and Transferring)

**ALL recipients must sign within 7 days.** The E-Signature package will expire 7 days after it is created. If all recipients have not signed and the E-Signature package expires, a new E-Signature package will need to be created by the Case Manager (or user with the affirm permission).

### Once Future IEP/IFSP is updated to reflect the completed meeting content

The Case Manager (or user with affirm permission) will select the forms that should be included in the E-Signature package and click the **Generate E-Signature** button.



- A validation will run, to ensure the following:
  - User has an email address in their SEIS profile
  - No other users are actively editing forms
  - No unaffirmed Amendments exist
  - IEP does not contain any CALPADS Errors
- If there are no validation errors, click **Continue** on the Confirmation pop up, to be directed to the Generate E-Signature Package module.

### On the E-Signature module

- Enter the signer's information and click the **Add Signer** icon.
  - Multiple signers can be added.
  - Signers from the previous E-Signature request will be prepopulated (signers can be removed).
- Enter a password that will be sent to the signer(s) in order to view/sign the forms (this is NOT your SEIS password or personal password).
  - The password will be sent via text message to the signer's cell phone.
  - If a cell phone was not entered, the password must be shared with the signer(s).
- Check the acknowledgement checkbox, stating the signer(s) information and forms are correct.
- Click the **Send E-Signature Package** button to send the documents to the signer(s).

### Generate E-Signature Package

<b>Signer Full Name:</b>	<b>Title/Relationship to Student:</b>	<b>Email:</b>	<b>Cell Phone</b> ⓘ	
<input type="text" value="Signer 1"/>	<input type="text" value="Parent"/>	<input type="text" value="seissupport@sjcoe.net"/>	<input type="text" value="555-555-5555"/>	

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

Email: cswenson@sjcoe.net

**Attached Docs:**

I acknowledge all documentation and signer information is correct.

Upon sending of the E-Signature Package, if any edits/changes are necessary, the process will need to be Cancelled and this will cancel the E-Signature Package previously sent to all signers. A new E-Signature Package may be created when ready.

Future IEP Forms
Attachments (0)
Comments (0)

 Print Selected

[E-Signature Info](#)

	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
<input type="checkbox"/>				Educational Setting - Offer of FAPE

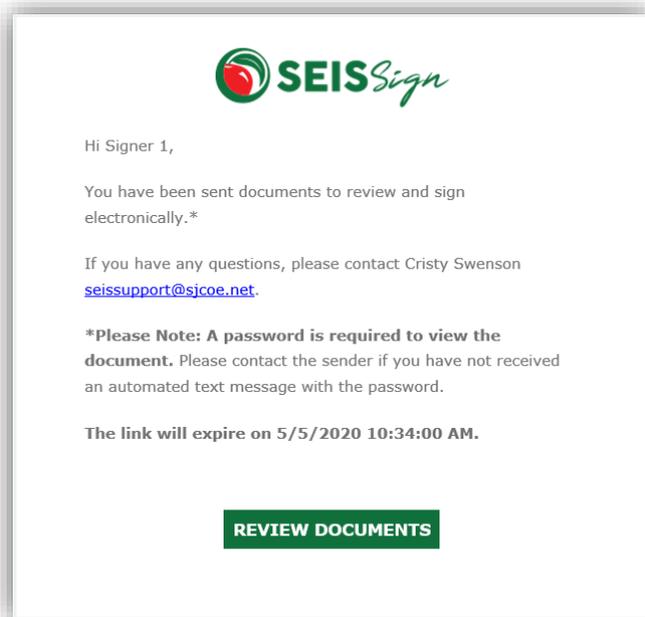
**Warning**

Are you sure you want to cancel the E-Signature Package request? Cancelling will void all signer links and a new request will be required for them to sign.

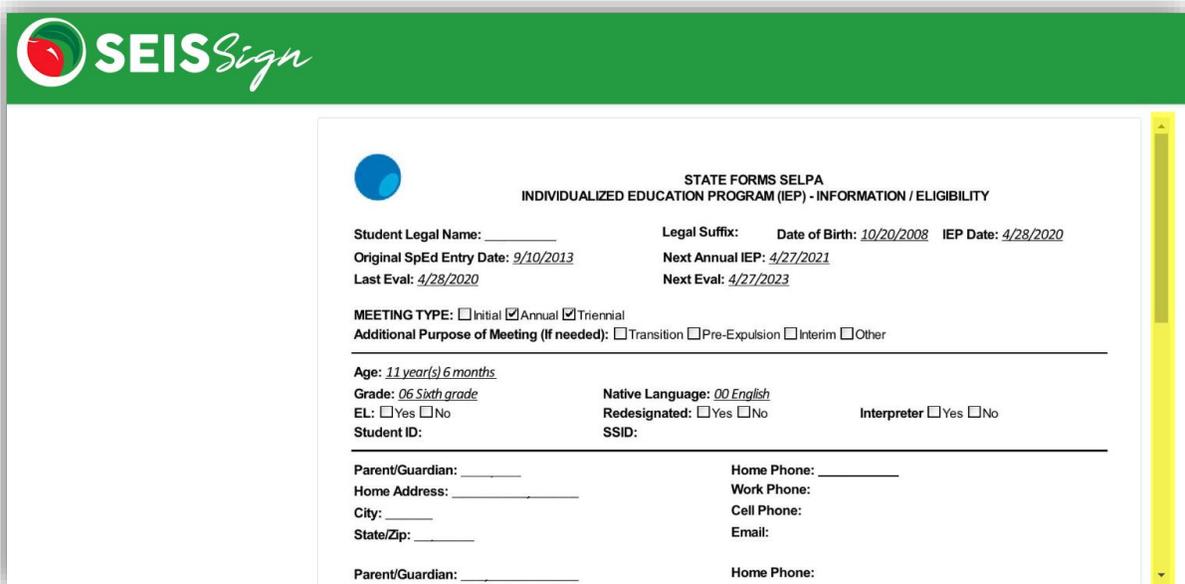
**Reason:**

### The signer(s)

- The signer(s) will receive a text message with the password to access/sign the E-Signature document.
- The signer(s) will receive an email with a unique link to review the forms and agree/decline and sign.
  - 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.



- Recipients can scroll to view all forms included in the electronic signature package.





 STATE FORMS SELPA  
INDIVIDUALIZED EDUCATION PROGRAM (IEP) - INFORMATION / ELIGIBILITY

Student Legal Name: \_\_\_\_\_ Legal Suffix: \_\_\_\_\_ Date of Birth: 10/20/2008 IEP Date: 4/28/2020  
 Original SpEd Entry Date: 9/10/2013 Next Annual IEP: 4/27/2021  
 Last Eval: 4/28/2020 Next Eval: 4/27/2023

MEETING TYPE:  Initial  Annual  Triennial  
 Additional Purpose of Meeting (if needed):  Transition  Pre-Expulsion  Interim  Other

Age: 11 year(s) 6 months  
 Grade: 06 Sixth grade Native Language: 00 English  
 EL:  Yes  No Redesignated:  Yes  No Interpreter  Yes  No  
 Student ID: \_\_\_\_\_ SSID: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Home Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 City: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 State/Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Home Phone: \_\_\_\_\_



## Electronic Signature

- Consent and Signature encompasses all forms within the electronic signature package.
- Consent and Signature is required to Submit.

Person Initiating the Referral for Special Education service: 20 Teacher  
Date District Received Parent Consent: 9/10/2013  
Date of Initial Meeting to Determine Eligibility: 9/10/2013

**Consent**

I agree to all parts of this document.  
 I agree with this document, with the exception of

I decline the offer of initiation of special education services.  
 I understand that my child is not eligible for special education.  
 I understand that my child is no longer eligible for special education.

Not Applicable – I am an LEA Team Member and signing for participation only.

**Electronic Documents and Signature Acknowledgement**

By pressing the "Submit Signature" button, you are signing this document electronically. You agree your electronic signature (hereafter referred to as "E-Signature"), is the legal equivalent of your manual "wet" signature. You consent and agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action while using any electronic service we offer; or in accessing or making any transactions regarding any, acknowledgement, consent, or conditions constitutes your signature, acceptance and agreement as if actually signed by you in writing.

Further, you agree that no certification authority or other third party verification is necessary to validate your E-Signature, and that the lack of such certification or third party verification will not in any way affect the enforceability of your signature. You understand and agree that your E-Signature executed in conjunction with the electronic submission of these documents shall be legally binding and such transaction shall be considered authorized by you.

Signature below is to authorize the acceptance or decline of the document.

Please Sign Below

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

**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.

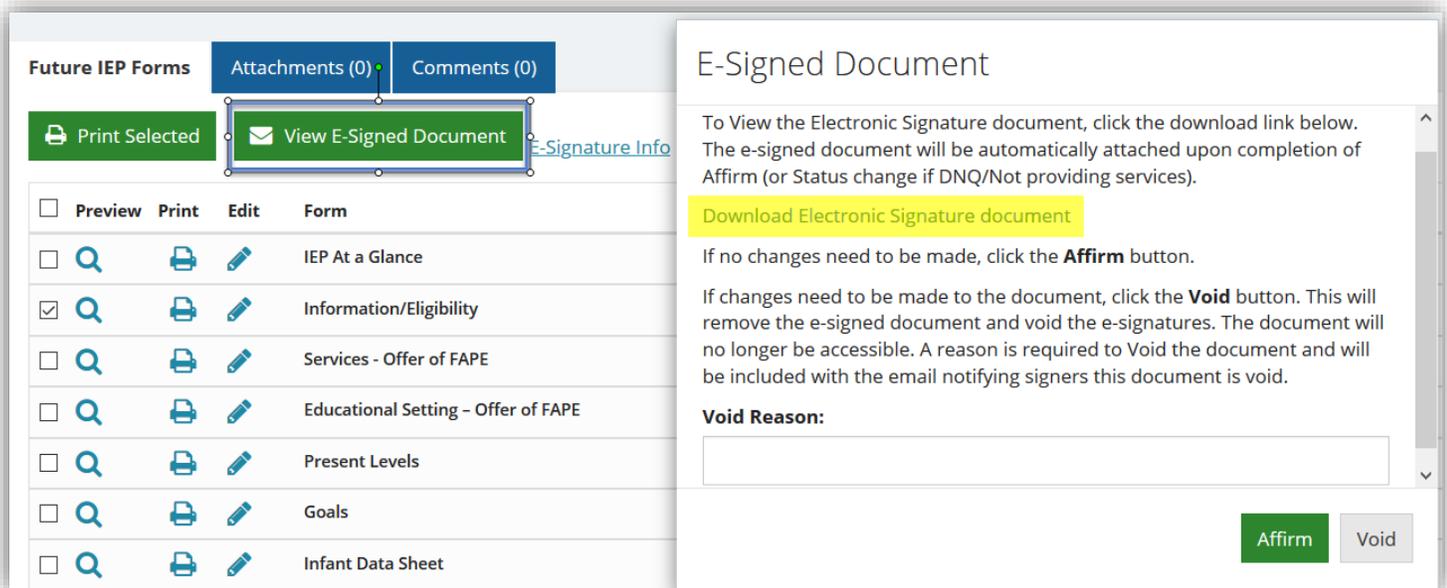
This webpage will expire on 5/28/2020 11:15:00 AM.

[Download PDF](#)

- 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.

### After signature is obtained

- The Case Manager/sender will receive a message in the Message Center once all signers have completed signing.
- On the Future IEP, click the **View Signed Document** button.
  - Click the Download Electronic Signature Document link to view/download the signed document.
  - If no edits need to be made to the document, click the **Affirm** button to affirm the document.
  - If edits need to be made to the document, enter a Void Reason and click the **Void** button.
    - This will remove/void the signature
    - An email will be sent to the signers, indicating the E-Signature has been voided along with the Void reason entered.

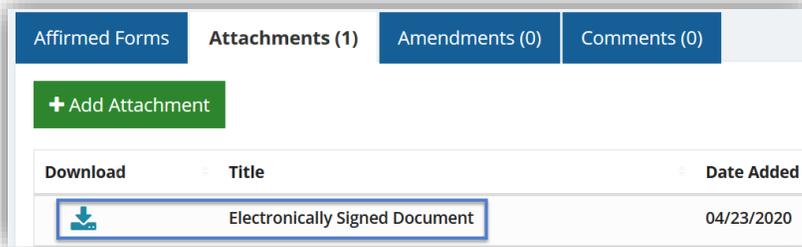


The screenshot displays the 'Future IEP Forms' interface. On the left, a table lists various forms with columns for 'Preview', 'Print', 'Edit', and 'Form'. The 'Information/Eligibility' form is selected. A 'View E-Signed Document' button is highlighted. On the right, the 'E-Signed Document' modal window is open, providing instructions on how to view the document, a 'Download Electronic Signature document' link, and options to 'Affirm' or 'Void' the document. A 'Void Reason' text box is also visible.

- 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.

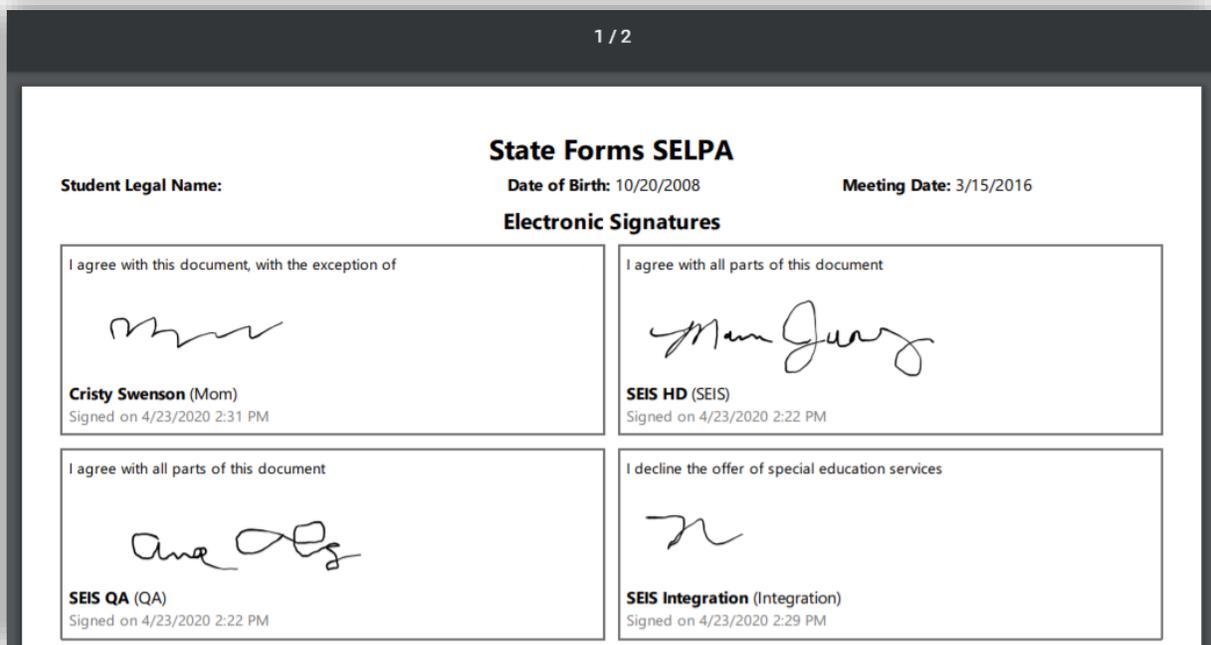
## Electronic Signature

- Once affirmed, the signed PDF will automatically attach to the Current IEP.



A screenshot of the SEIS Sign interface. At the top, there are four tabs: "Affirmed Forms", "Attachments (1)", "Amendments (0)", and "Comments (0)". Below the tabs is a green button with a plus sign and the text "+ Add Attachment". Underneath is a table with columns for "Download", "Title", and "Date Added". One row is visible with a download icon, the title "Electronically Signed Document", and the date "04/23/2020".

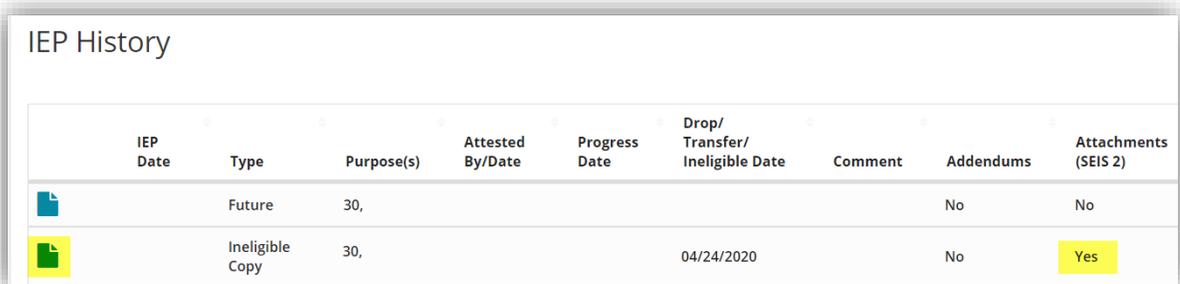
- The Electronic Signatures cover page will be appended to the forms in the PDF.



A screenshot of the "State Forms SELPA" electronic signatures page. At the top, it says "1 / 2". Below that, the title "State Forms SELPA" is centered. To the left is "Student Legal Name:" and to the right is "Date of Birth: 10/20/2008" and "Meeting Date: 3/15/2016". The main heading is "Electronic Signatures". There are four signature boxes arranged in a 2x2 grid. Each box contains a statement of agreement or decline, a handwritten signature, and the name and role of the signatory along with the date and time signed.

Statement	Signature	Name and Role	Signed On
I agree with this document, with the exception of		Cristy 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

- 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.

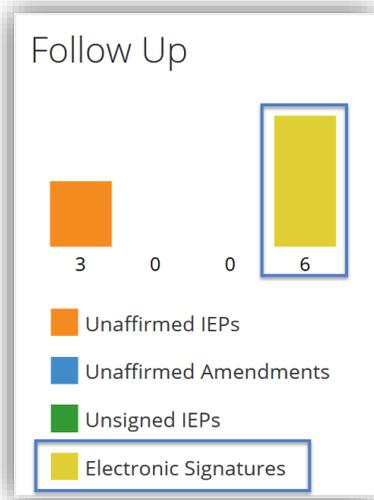


A screenshot of the "IEP History" table. The table has columns for IEP Date, Type, Purpose(s), Attested By/Date, Progress Date, Drop/Transfer/Ineligible Date, Comment, Addendums, and Attachments (SEIS 2). There are two rows of data.

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

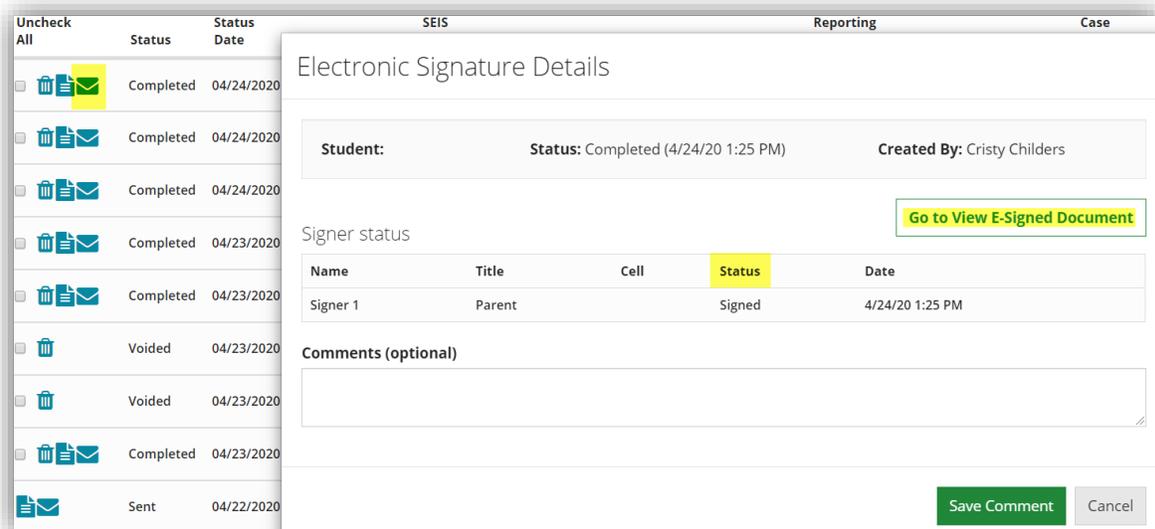
### E-Signature Follow Up

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



To view the E-Signature status for all signers and to add comments, click the **View E-Signature Details** icon.

- The Status on the grid is the overall status of the E-Signature process. Status will display: Sent, Completed, Cancelled or Voided.
- The Status for the individual signer will display in the View Signature Details module.
- To view the Electronically signed document, click the **Go to View E-Signed Document** button.



The screenshot shows a table of E-signatures with columns for Uncheck, Status, Status Date, Reporting, and Case. The 'Status' column contains icons representing different states: Completed (green checkmark), Voided (trash can), and Sent (envelope).

The 'Electronic Signature Details' window is open, showing the following information:

- Student:** [Redacted]
- Status:** Completed (4/24/20 1:25 PM)
- Created By:** Cristy Childers
- Action:** [Go to View E-Signed Document](#)

**Signer status**

Name	Title	Cell	Status	Date
Signer 1	Parent		Signed	4/24/20 1:25 PM

**Comments (optional)**

[Save Comment](#) [Cancel](#)