

North Ed Guidance and Technical Assistance on Signatures

Do I need a signature and what are my options?

When do we need a signature?

- Signatures are required when one is giving consent/agreement or one is offering [notice](#) (required when an activity relates to identification, evaluation, educational placement, and provision of FAPE).
- Parent/Guardian signatures are required:
 - To begin implementation of an Initial IEP,
 - To begin implementation of an initial 504 plan,
 - To give consent to complete an evaluation, to provide release of information,
 - Physician's Relevant findings,
 - To consent to invite an outside agency, and
 - To agree to an extension of the evaluation timeline.
- District representative (or designee) signatures are required when providing notice of the following:
 - Offer of FAPE (all IEPs and amendments and 504s) and
 - Any notice (including those on REEDs and independent PWNs).
- Team member signatures are required (general education teacher, diagnostician) on SLD MET Cover page.

When don't we need a signature?

- Page two of the IEP is typically referred to as a 'sign-in' page. Technically it is an attendance page; attendees do not need to 'sign-in'.
- MET Reports- Technically, it is not required to sign a MET report. However, if you are not using the PCG REED and MET Process, we strongly recommend you sign a report. This helps ensure the 'final' report is clear.
- MET eligibility forms - Signatures are only required for the SLD MET cover page. See the above bullet.
- PCG- MET Report/Cover page (this is one document) aside from SLD. It is not legally necessary to sign MET Reports/Cover pages. Since they are time stamped, it is easy to distinguish a final report. It is recommended that teams be consistent in their approach. For example, if the team decides they are signing reports/cover pages, sign everything.
- REEDs where no additional data is needed do not need a parent signature because you are not asking for consent to complete an evaluation. They do need a district rep (or designee) signature for offering the plan.

Physical, digital, or electronic signatures are all valid ways of getting a signature for consent.

Options for getting parent/guardian consent (typically a physical signature):

1. US Mail
 - a. Send a stamped self-addressed envelope
 - b. Have parent sign and take a photo and text or email the photograph
2. Electronic Signature (Could be Digital or Electronic)
3. Document is attached in email chain and parent replies "I consent to _____ as outlined in the attached document and document is in the email chain (be specific about what they are consenting to)
4. What if I still can't get consent? Depends on the situation. Check with your supervisor. Good faith effort and document what you have tried to do.

Electronic and Digital Signature 'How To'

*Access the pdf guidance document by clicking the link. Video tutorials are available to watch under each category.

- [Setting up your Self-Signed Digital ID:](#)
 - [Video](#)
- [How to Sign a Document Using Your Digital Signature:](#)
 - [Video](#)
- [How to Send an Adobe Document to Receive a Signature:](#)
 - [Video](#)
- [How to Sign a Document Using Adobe:](#)
 - [Video](#)
- [What to do if you receive an Adobe Document to Sign:](#)
 - [Video](#)