

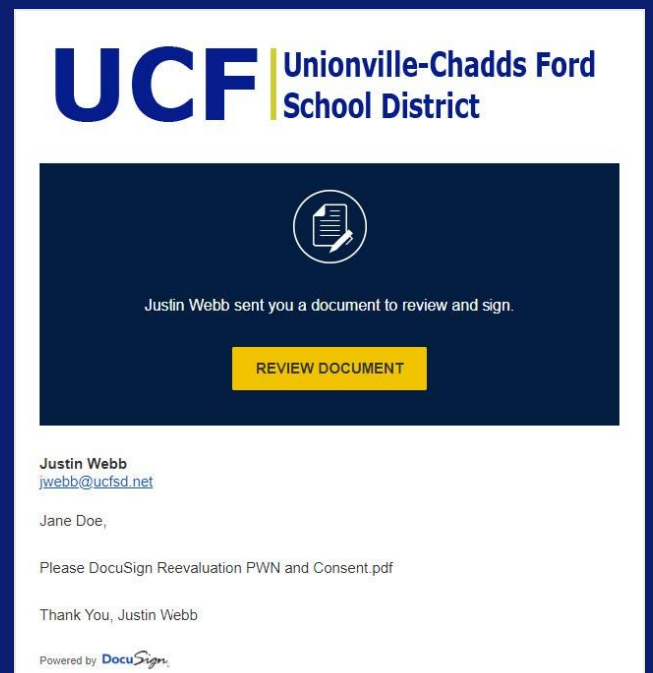
# HOW TO SIGN A DOCUMENT FOR SPECIAL EDUCATION/GIFTED/504 SERVICES VIA DOCUSIGN

1 You will receive an email with a subject line similar to this:

» Justin Webb via Doc. Please review and e-sign this Reevaluation PWN and Consent document.

2 Within the email, you will see UCF Letterhead and a greeting with your name.

3 Click the yellow “Review Document” button to be taken to your child’s document.



4 You will be taken to the document within the DocuSign platform. You may see a privacy notice that you must agree to in order to continue.

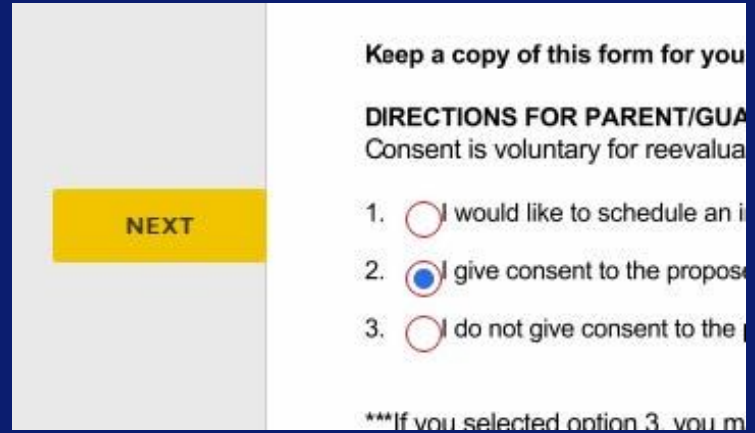
5 On the right-hand side, click “Continue.”



6 Click “Start” to review the Document.



7 You will be prompted to select the appropriate checkbox or radio button to indicate your response. Once you have made your selection, click “Next.”



Keep a copy of this form for you

**DIRECTIONS FOR PARENT/GUA**  
Consent is voluntary for reevalua

- I would like to schedule an i
- I give consent to the propos
- I do not give consent to the

\*\*\*If you selected option 3, you m

8 When you have reached a section of the document that requires initial or signature, click the “Sign” button.



I object to the proposed reevaluation and my reason is (not req

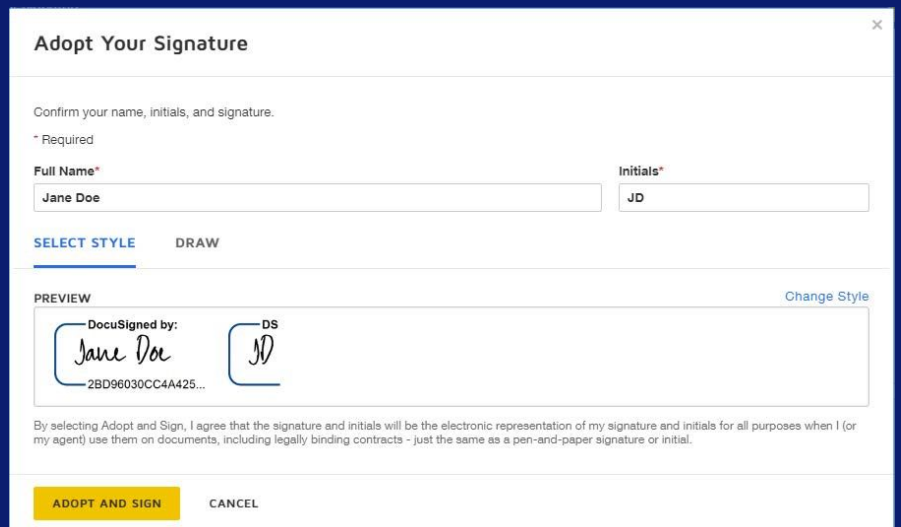
Required - Sign Here

Sign

12/10/2018

Parent/Guardian/Surrogate Signature Date (mm/dd/yy)

9 You will be taken to a screen where you may choose how to display your signature.



Adopt Your Signature

Confirm your name, initials, and signature.

\* Required

Full Name\* Jane Doe Initials\* JD

SELECT STYLE DRAW

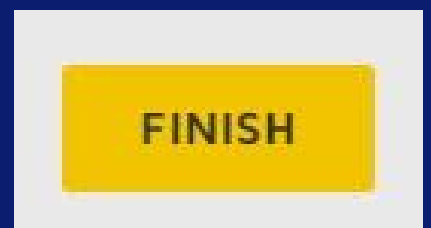
PREVIEW Change Style

DocuSigned by: Jane Doe DS JD  
2BD96030CC4A425...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

10 Choose “Adopt and Sign.” Scroll to the bottom and Click “Finish” to complete the document.



FINISH