

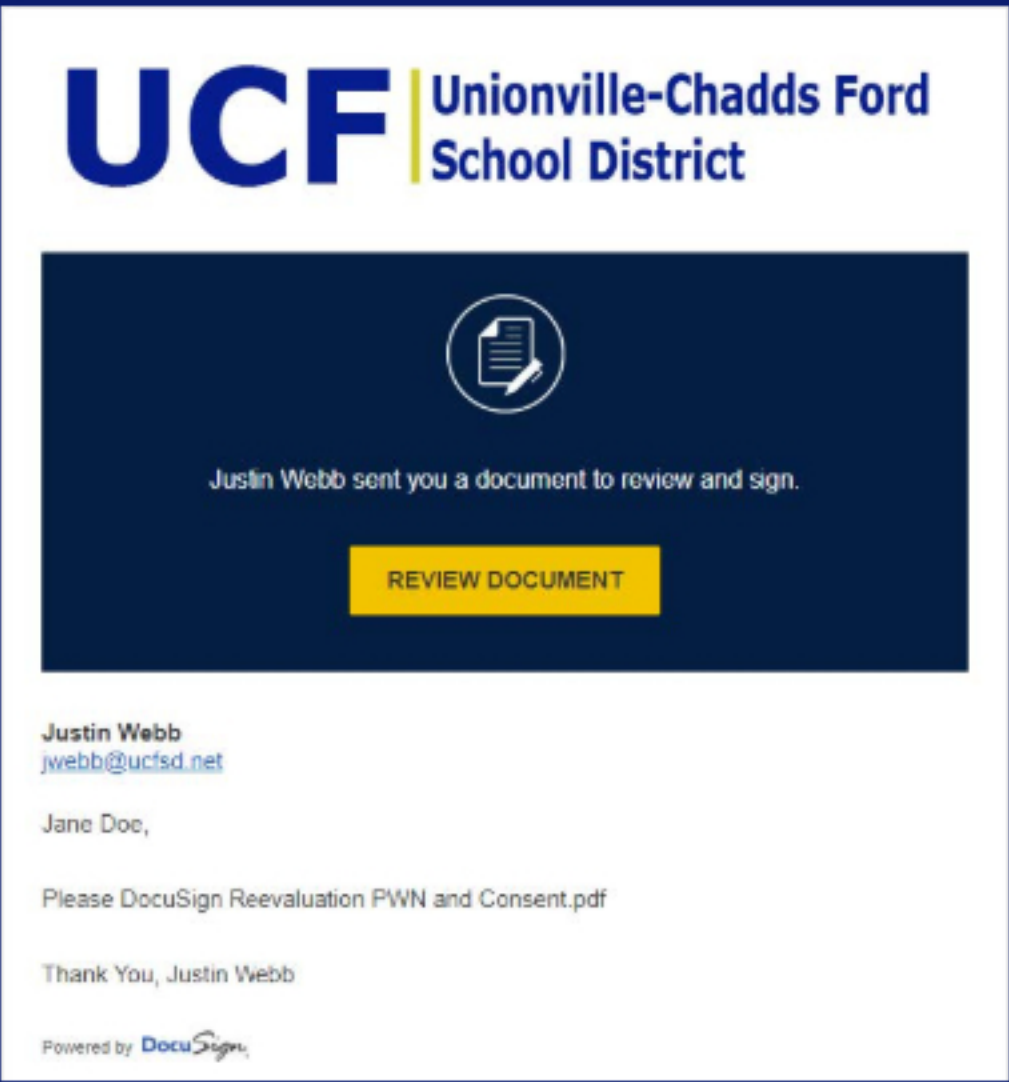
HOW TO SIGN A DOCUMENT FOR SPECIAL EDUCATION/GIFTED/504 SERVICES VIA DOCUSIGN

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

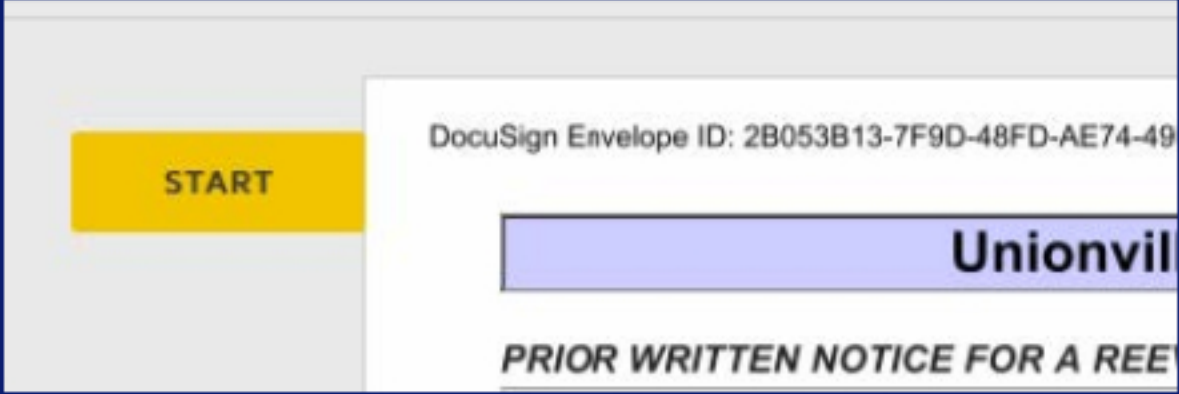


4 YOU WILL BE TAKEN TO THE DOCUMENT WITHIN THE DOCUSIGN PLATFORM. YOU MAY SEE A PRIVACY NOTICE THAT YOU MUST AGREE TO IN ORDER TO CONTINUE.

5 ON THE RIGHT-HAND SIDE, CLICK “CONTINUE.”

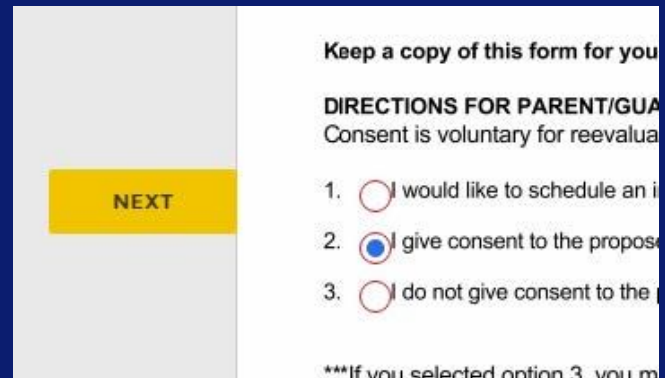


6 CLICK “START” TO REVIEW THE DOCUMENT.



7

YOU MAY BE PROMPTED TO MAKE A SELECTION OF YOUR CHOOSING. IF SO, SELECT THE APPROPRIATE CHECKBOX OR RADIO BUTTON TO INDICATE YOUR RESPONSE. ONCE YOU HAVE MADE YOUR SELECTION, CLICK “NEXT” TO BE TAKEN TO THE NEXT SECTION OF THE DOCUMENT.



Keep a copy of this form for your records.

DIRECTIONS FOR PARENT/GUARDIAN
Consent is voluntary for reevaluation.

1. ☐ I would like to schedule an initial meeting.
2. ☒ I give consent to the proposed reevaluation.
3. ☐ I do not give consent to the proposed reevaluation.

***If you selected option 3, you must provide a written statement of your reasons for not consenting to the proposed reevaluation.

8

WHEN YOU HAVE REACHED A SECTION OF THE DOCUMENT THAT REQUIRES INITIAL OR SIGNATURE, CLICK THE “SIGN” BUTTON.



Required - Sign Here

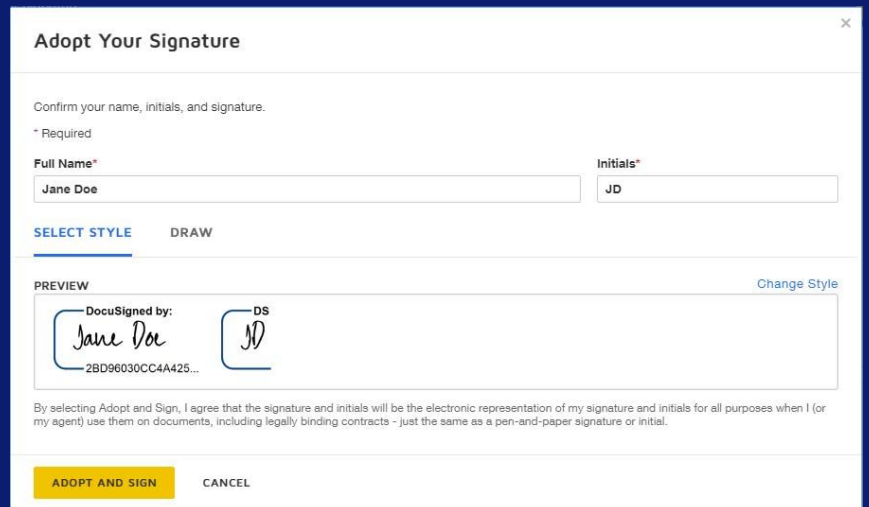
Sign

12/10/2018

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

9

YOU WILL BE TAKEN TO A SCREEN WHERE YOU MAY CHOOSE A STYLE TO DISPLAY YOUR SIGNATURE AS A FONT, OR IF YOU ARE ON A TOUCH-ENABLED DEVICE, YOU MAY CHOOSE “DRAW” (YOU MAY ALSO ‘DRAW’ WITH YOUR COMPUTER MOUSE).



Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name* Jane Doe

Initials* JD

SELECT STYLE DRAW

PREVIEW

DocuSigned by: Jane Doe

DS JD

2BD96030CC4A425...

Change Style

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.

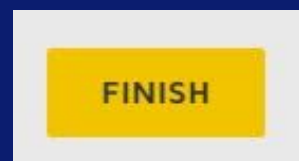
ADOPT AND SIGN CANCEL

10

CHOOSE “ADOPT AND SIGN.”

11

SCROLL TO THE BOTTOM AND CLICK “FINISH” TO COMPLETE THE DOCUMENT.



FINISH

12

YOU MAY BE PROMPTED TO CREATE A DOCUSIGN ACCOUNT, WHICH IS NOT REQUIRED. HOWEVER, CREATING A DOCUSIGN ACCOUNT WILL ALLOW YOU TO SAVE SIGNATURES FOR EASIER USE IN THE FUTURE.

13

A COPY OF THE SIGNED DOCUMENT WILL BE ATTACHED TO YOUR CHILD’S ACCOUNT IN THE POWERSCHOOL PARENT PORTAL. YOUR CHILD’S TEACHER WILL ALSO SEE A STATUS THAT THE DOCUMENT HAS BEEN SIGNED.