
English Learner Family Guide

Gahanna-Jefferson Public Schools





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IMPORTANT SCHOOL INFORMATION

School Name: _____

School Office Phone Number: _____

School Address: _____

Gahanna-Jefferson
PUBLIC SCHOOLS

If your student will not come to school, call the office in the morning.

School Times: Elementary Middle School High School
8:00am - 2:25pm 8:40am - 3:30pm 7:35am - 2:50pm
(school opens 20 minutes earlier in the morning for students who buy breakfast at school)

Email

School information comes to your email. Check your email every day.

Student	Classroom Teacher and Email

Breakfast and Lunch

You can get a [lunch menu](#) in the school office.

You can get a [free and reduced meals application](#) in the school office.

Students can eat breakfast at home or buy breakfast at school. Breakfast is \$1.50

Students can pack a lunch from home or buy lunch at school. Lunch is \$2.75

Infinite Campus Parent Portal

Username: _____ Password: _____

You must log in to Infinite Campus to:

- Update Emergency Medical Information at the beginning of every school year
- Check report cards
- Add money to lunch account or apply for free and reduced meals

Bus

Bus Number: _____ Bus Stop: _____

Morning Pick Up Time: _____ Afternoon Drop Off Time: _____

Section 1



English Learner Program Overview

EL Program Overview

The English Learner (EL) program supports students in the Gahanna-Jefferson Public School District who have Limited English Proficiency (LEP). It is available for all students who qualify in the district in grades K-12.

The EL program offers support for English reading, writing, listening, and speaking skills and assists with academic content. The English Learner Specialists are trained to work with students who speak other languages and need English language support.

How A Student Is Identified as an English Learner

You filled out a Language Usage Survey during the online registration with the district's Welcome Center. In the survey, you said your child speaks a language other than English. One of our English Learner Specialists talked with you to learn more about your child's previous schooling and language(s) they speak. Then the English Learner Specialist did an assessment called the Ohio English Language Proficiency Screener (OELPS). It scored your child's ability to listen, speak, read, and write in English compared to other children their age in the United States. Your student's scores show they are an English Learner and can get extra help from an English Learner Specialist at school.

Services Available to English Learners

Our schools offer the following services to help your child learn English and make academic progress:

- **In-class support:** Students get extra help from an English Learner Specialist and a classroom teacher in their class.
- **Small group sessions:** Students work in groups with an English Learner Specialist to develop English skills.
- **Tutoring:** Students get extra help with homework, academics, and English. This can be during the school day. Some schools also have tutoring after school.
- **Sheltered language arts class:** Students are in classes only with other English learners. In sheltered classes, teachers teach English in a way that English learners can understand. (Middle/High School only)
- **Imagine Learning:** Imagine Learning is a computer program students do at school or home to practice reading, writing, speaking, and listening.

The extra English Learner services your child will get at school will help them learn academic skills. Your child's teachers will share your child's services, academic goals, and progress with you.

For students who need an Individualized Education Plan (IEP) due to a disability, the intervention specialist (IS) and English Learner Specialist will make a plan for English language needs.

Yearly Testing Requirements

OELPA

Students will take the Ohio English Language Proficiency Assessment (OELPA) each spring. The scores from this test will be mailed to you in the summer. Students will get a score for each area of reading, writing, speaking, and listening. They will also get an overall rating of Emergent (beginner), Progressing (intermediate), or Proficient (advanced).

Ohio State Tests

All students in grades 3 through high school have to take Ohio tests in reading/writing, math, and sometimes science and social studies. Students take these tests at school in April. Ohio State Tests test what students know. This information helps the school and the state know if each student has the skills they need for their grade level. The scores will be mailed to you in the fall.

MAP

Students in grades K through 10 take the Measure of Academic Progress (MAP) test two to three times a year. It tests skills in reading and math. The test questions get easier or harder based on what the student knows. This helps teachers know what students have learned in reading and math. This also shows teachers what students still need to learn. The scores will be sent home or given to you at parent-teacher conferences.

Other Tests

Some grade levels have other tests that every student has to take that help teachers know if a student is meeting expectations in specific courses, needs extra help for a reason other than English language skills, or is a fast learner who needs more of a challenge. Your child's teacher or the school will let you know if a test is going to be given to your child for these reasons.

If you have questions about any of these tests, please ask your child's teacher or English Learner Specialist. We also can provide information in languages other than English as needed.

Exiting English Learner Services

Students will continue to get English Learner services until they get a Proficient overall score on OELPA. A Proficient score is 4 or 5 on all four parts of the test. Students who score proficient on OELPA will stop receiving English Learner services and will be monitored for two years after services end.

EL Special Education and Gifted & Talented

Special Education

If your child is struggling in school, the school will contact you to attend a meeting to determine if your child needs extra support and possibly tested for Special Education. When a student receives an Individualized Education Plan (IEP) due to a disability, the EL Specialist and Special Education teacher will work together to determine appropriate language support.

Gifted & Talented

English Learners take different tests with their classmates to see if they are an accelerated learner who meets Ohio's definition of gifted. If your child is identified as gifted, you will be contacted. Services may be provided from the Gifted & Talented department.

Section 2



Gahanna-Jefferson Public Schools Overview

Our Schools

Elementary Schools (Kindergarten through Grade 5)

- Blacklick Elementary - 6540 Havens Corners Road Blacklick, OH 43004 Ph: 614-759-5100
- Chapelfield Elementary - 280 Chapelfield Road Gahanna, OH 43230 Ph: 614-478-5575
- Goshen Lane Elementary - 370 Goshen Lane Gahanna, OH 43230 Ph: 614-478-5580
- High Point Elementary - 700 Venetian Way Gahanna, OH 43230 Ph: 614-478-5545
- Jefferson Elementary - 136 Carpenter Road Gahanna, OH 43230 Ph: 614-478-5560
- Lincoln Elementary - 261 Helmbright Dr. Gahanna, OH 43230 Ph: 614-478-5555
- Royal Manor Elementary - 299 Empire Drive Gahanna, OH 43230 Ph: 614-478-5585

Middle Schools (Grades 6 through 8)

- Middle School East - 730 Clotts Road Gahanna, OH 43230 Ph: 614-478-5550
- Middle School South - 349 Shady Spring Drive Gahanna, OH 43230 Ph: 614-337-3730
- Middle School West - 350 Stygler Road Gahanna, OH 43230 Ph: 614-478-5570

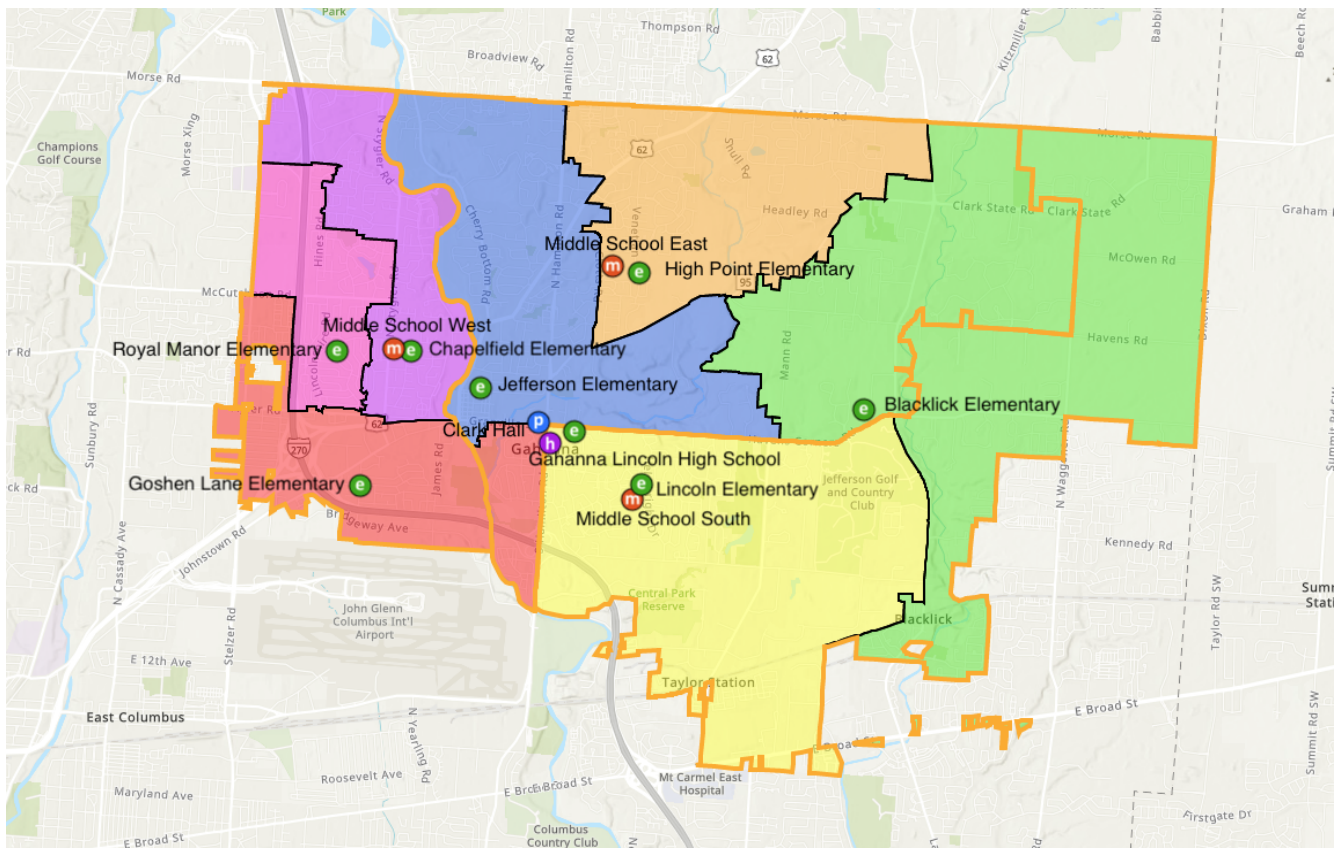
High School (Grades 9 through 12)

- Gahanna Lincoln High School - 140 South Hamilton Road Gahanna, OH 43230 Ph: 614-478-5500

Other Buildings

- Central Office - 160 S. Hamilton Rd., Gahanna, OH 43230 Ph: 614-471-7065
- Clark Hall - 380 Granville St. Gahanna, OH 43230
 - Welcome Center - Ph: 614-643-8300
 - Preschool Program - Ph: 614-479-1314
- Transportation Office - Ph: 614-751-7851
- Technology Support - Ph: 614-751-7851

District Map



Typical Student Schedule

Elementary School

Students in Kindergarten through 5th grade go to school for about 7 hours each day. They will be with one or more teachers for reading, math, science, and social studies. They will also have classes each week for library, music, art, and physical education (gym class). English Learners will also be taught by an English Learner Specialist in their classroom and/or in a separate group for some of the day. Students will eat lunch at school and will have at least one recess break.

Middle School

Students in 6th through 8th grade go to school for about 7 hours each day. They will have different teachers for reading, math, science, and social studies. They will also be able to take classes in music, art, and physical education (gym class) and some other choices. Students may have a study hall or academic tutoring period each day. English Learners will also be taught by an English Learner Specialist in their classroom and/or in a separate group for some of the day. Students will eat lunch at school.

High School

Students in 9th through 12th grade go to school for about 7 hours each day. They will have different teachers for reading, math, science, and social studies. They will also be able to take classes in music, art, and physical education (gym class) and many other choices. Students may have a study hall or academic tutoring period each day. English Learners will also be taught by an English Learner Specialist in their classroom and/or in a separate group for some of the day. Students will eat lunch at school.

Attendance

Students are required to attend school every day for the entire scheduled time. It is important your child arrives on time and stays until it is time to leave. If your child is sick or unable to go to school one day, please call the school office in the morning.

Emergency Information

It is important that the school has medical information about your child in case your child gets sick or hurt while at school. When you enrolled your child in school, you put information about medical needs and who to call in an emergency in the online registration. You will need to update this information every year in the Infinite Campus Parent Portal. If your child needs to take medicine during the school day, please talk to the school nurse and fill out the required form.

Breakfast and Lunch

Students can buy breakfast before school and lunch at school if you want them to. You can also give them breakfast at home or have them bring lunch from home to eat at school. There is a menu that will tell you what the cafeteria will sell for breakfast and lunch each day. You can find the menu on the district website or get a copy from the school office. Your child will pay for their breakfast or lunch using their Infinite Campus account. You can add money to this account on the Infinite Campus Parent Portal. Your child may be able to get breakfast and lunch for free if your family does not have a lot of money. You can apply for free lunch on the Infinite Campus Parent Portal.

School Buses

If you live more than 1 mile away from the school, a bus will take your child to and from school. You will be given the bus number, pick up time and location, and drop off time and location. Be sure your child is at the bus stop on time in the morning so they do not miss the bus. The secretary at your child's school can give you more information about buses, or you can search for more information about buses on our website.

Technology

All students will be assigned a Chromebook (a portable computer) to use at school. Students in Grades 6 through 8 can bring them home to finish homework. You will be asked to sign a form agreeing that your child will correctly use the Chromebook. You can also buy an insurance plan in case something happens to damage the Chromebook. If something happens to your child's Chromebook, please let the school office know right away.

Infinite Campus Parent Portal

The Infinite Campus Parent Portal is where you can see and update your child's personal and medical information, see bus information, pay fees, and see their schedule and grades. You will get information about how to log in during enrollment. Every year, you need to log into the portal to update your child's personal information. The website to the Parent Portal is <https://portal.gips.org/>.

Afterschool Activities

Some schools offer afterschool activities. There might be tutoring, academic clubs, or arts programs. Middle schools and the high school have music and drama programs and sports teams that meet before or after school. You can get a list of activities available afterschool from the school office.

Section 3



Resources for Families

Things Families Can Do To Support Learning

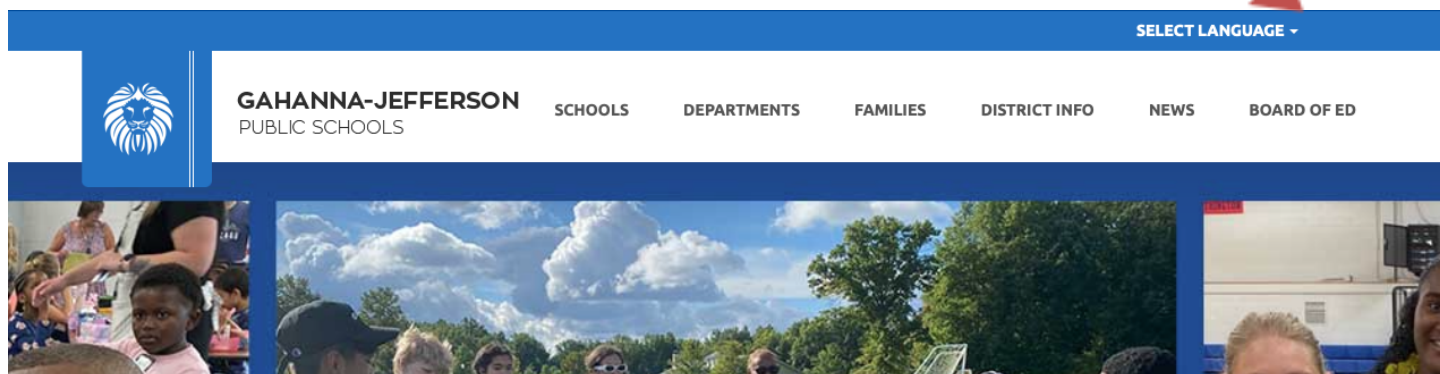
You can do lots of things to help your students with school.

- Talk with your child a lot. Talk about your day and let your child share about their day. Talk about current events. Talk about things your family is doing or feeling. This talk can be in your native language or English.
- Read with your child in your native language and, if possible, English.
- Let your child read to you.
- Make sure your child goes to bed at least 8 hours before they need to wake up for school.
- Have your child eat breakfast before going to school or get breakfast at school.
- Meet your child's teacher(s) and go to parent-teacher conferences. Let the teacher know if you would like an interpreter to come to the meeting. There is no cost for an interpreter to come to the meeting. This is a free service.
- Go to school family events to meet the school staff and families.
- Ask questions if you need more information or do not understand something. Your child's English Learner Specialist, classroom teacher, or principal are happy to help.

Other Information for Families of English Learners

Translated Documents

You can view a translation of the district website (www.gahannaschools.org) by choosing your preferred language on the home screen.



Also, we have translated versions of frequently used forms including:

- Language Usage Survey
- Notification of Assessment and Services
- OELPA Score Report
- OST Score Reports

Please contact your child's EL Specialist for a translated letter, if needed.

General School Information Videos

[Parent 2 Partners](http://www.parents2partners.org) has created short videos about various school topics, such as enrollment, attendance, OELPA and OELPS, teacher conferences, medical forms, and more. These videos have been translated into many languages and can be accessed for free on their website at <https://www.parents2partners.org/resources/>.

Websites and Downloadable Guides

The following websites have information that may be helpful to you.

- [Coloriñ Colorado: For Families](https://www.colorincolorado.org/families) (<https://www.colorincolorado.org/families>)
- [Parent Guide for English Learners](https://educationnorthwest.org/resources/parent-guide-english-learners-english-and-spanish-versions) (Available in English and Spanish) (<https://educationnorthwest.org/resources/parent-guide-english-learners-english-and-spanish-versions>)
- [Starting School In the United States: A Guide for Newcomer Students' and Families](https://ies.ed.gov/ncee/edlabs/regions/northwest/news/newcomer-guides.asp) (Available in English, Spanish, Arabic, and Somali) (<https://ies.ed.gov/ncee/edlabs/regions/northwest/news/newcomer-guides.asp>)
- [Reading Tips for Parents](https://www.readingrockets.org/article/reading-tips-parents-multiple-languages#languages) (Available in multiple languages) (<https://www.readingrockets.org/article/reading-tips-parents-multiple-languages#languages>)
- [LEP.gov](https://www.lep.gov/education) (Includes legal resources and fact sheets for families with limited English proficiency; some resources area available in multiple languages) (<https://www.lep.gov/education>)

Section 4



Infinite Campus Parent Portal

Setting Up Infinite Campus Parent Portal

The Parent Portal login page is

https://gahannajeffersonoh.infinitecampus.org/campus/portal/parents/gahanna_jefferson.jsp.

The Parent Portal Help Request form is

<https://docs.google.com/forms/d/e/1FAIpQLSdNkUpqyIBsE-ixujiqb-6DQgNXD14zstAX1o-zjhUMiX5Qjw/viewform>.

First time user - Setting Up a Parent Portal Account

You need an activation key to set up your Parent Portal account.. This will be emailed from the school. If you do not have an activation key, please [submit a help request](#).

Log In

[Forgot Password?](#) [Forgot Username?](#) [Help](#)

[Log in to Campus Student](#)

or

[New User?](#)

To set up your account, click the “New user?” link on the [login page](#). Paste your activation key into the box. Click submit to start the setup process. When you create your account, please enter a security email address. This email address will be used if you forget your username or password.

Forgot Username or Password

If you forget your username or password, you can reset them using the “Forgot Password?” and “Forgot Username?” links on the [login page](#). Click on the link and enter the security email address you used when you set up your portal account. Your username or password reset directions will be emailed to you. Please remember to check your spam folder if you do not see the message. If you do not receive a message after 20 minutes, please [submit a help request](#).

Gahanna-Jefferson Public Schools

Parent Username

Password

Log In

[Forgot Password?](#) [Forgot Username?](#) [Help](#)

[Log in to Campus Student](#)

or

[New User?](#)

Updating Student Information in Infinite Campus Parent Portal

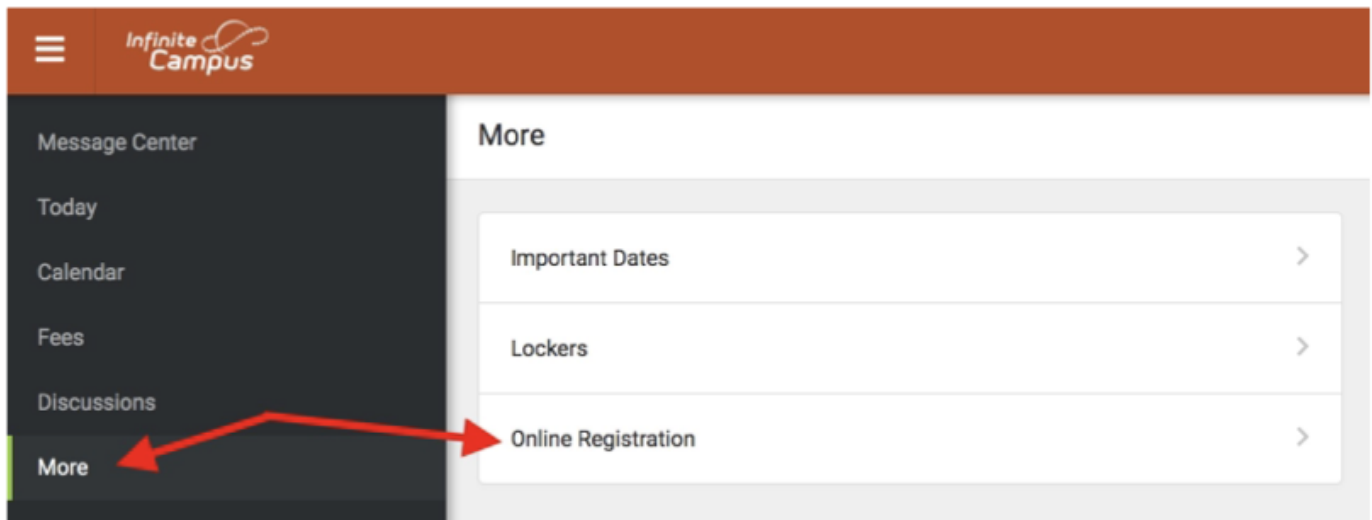
Each year you must update your child's information in Infinite Campus. Your child will not be able to participate in some school events if you do not do this. You must update information every school year.

To complete the yearly information update, log into your parent portal here:

https://gahannajeffersonoh.infinitecampus.org/campus/portal/gahanna_jefferson.jsp

Click "More" from the left-hand column

Click "Online Registration" from choices on the right



Click on "Start" next to "Existing Student Registration"

< More | Online Registration

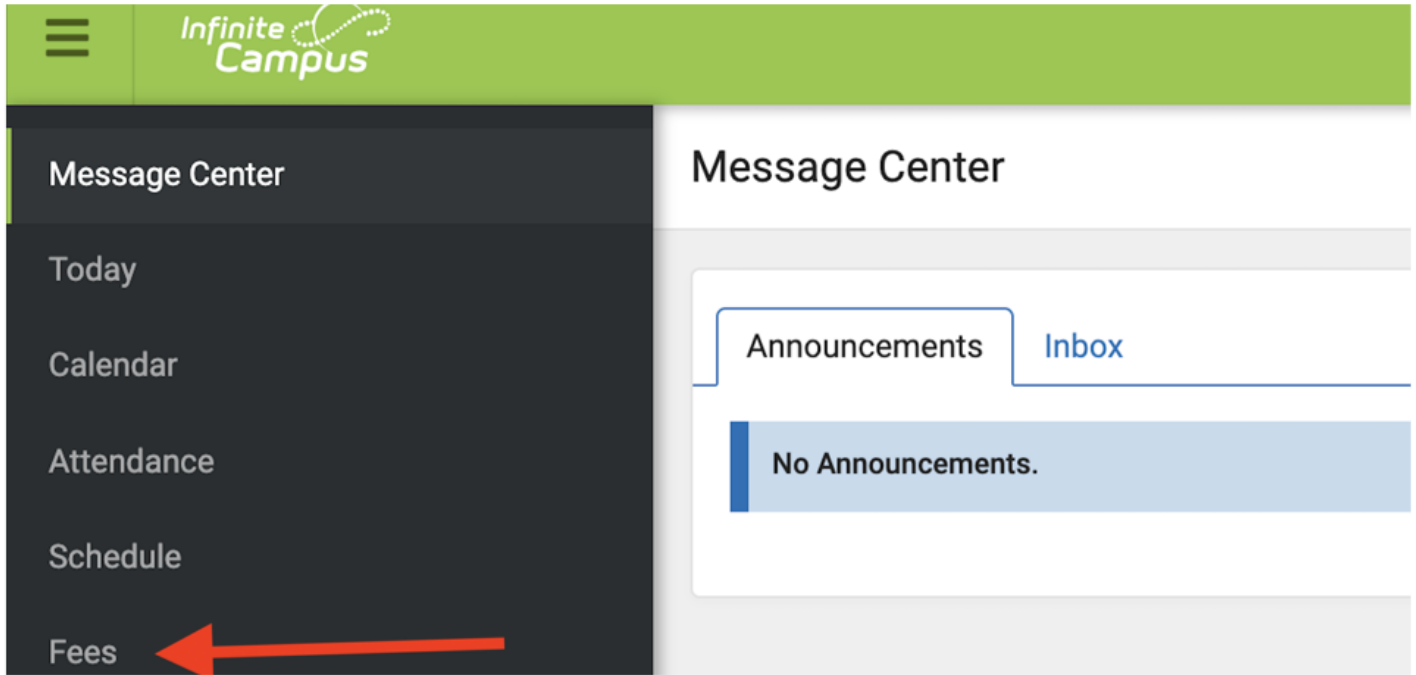
NAME	STATUS	ACTION
22-23 New Student Registration		<input type="button" value="Start"/>
22-23 Existing Student Registration	NOT STARTED	<input type="button" value="Start"/>

Update the information that shows on the screen as needed.

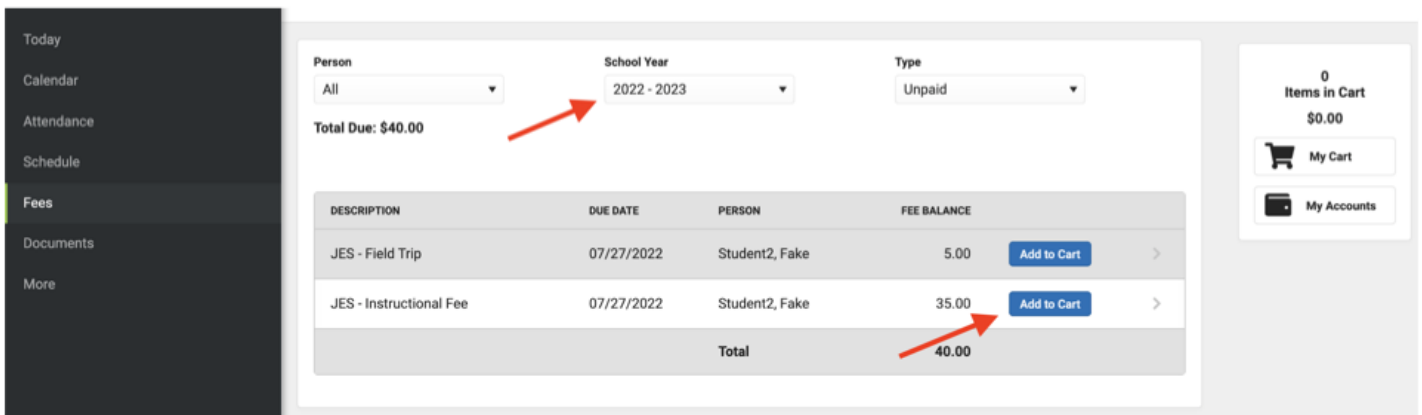
Paying School Fees in the Infinite Campus Parent Portal

Some classes or after school activities have a fee to cover the cost of special materials or equipment. These fees are paid online through the Parent Portal.

To pay fees, click on “Fees” on the left.



Then, find the fees you want to pay and click “Add to Cart”.



When you are ready to pay, click “My Cart.”



Add or choose your payment method, and click “Submit Payment.”.

Payment Method *
No payment methods available
Add Payment Method

Subtotal: \$5.00
Service Fee: \$5.00
Total: \$5.00

My Accounts

Email Address for Receipt
schmingp@gjps.org

Submit Payment Feedback

Payment Method

Accepted Payment Methods
VISA DISCOVER echeck

Checking, Savings, or Card *
 Checking
 Savings
 Credit Card/Debit Card

Nickname

Checking Account Number *

Routing Number *

First Name * Last Name *
Fake Parent

Address *

City *

State * Zip Code *
State

Save Cancel

If you need to add a new payment method, click “Add Payment” and fill out the information. Then click “Save.”

Then choose the payment as shown above and click “Submit Payment.”

After you submit the payment, click “Yes” on the confirmation box.

If the payment goes through, you will see “Payment Successful” on the screen. The receipt will be sent to your email

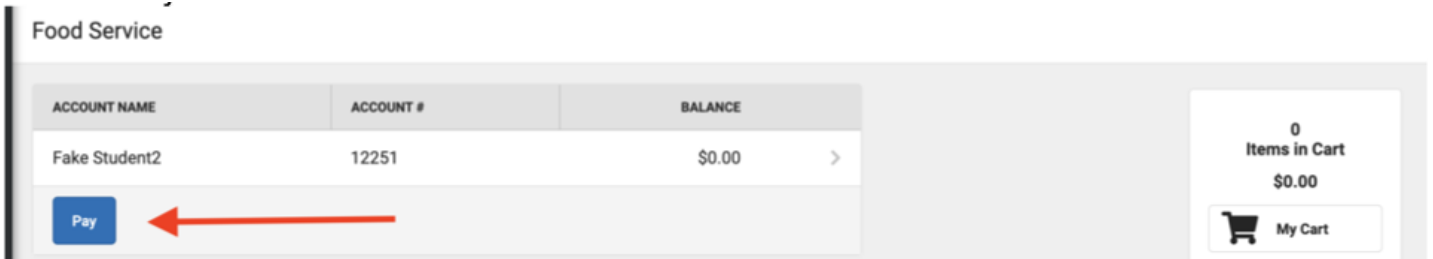
Adding Money to Lunch Account in Infinite Campus Parent Portal

To add funds to student lunch accounts through the Parent Portal.

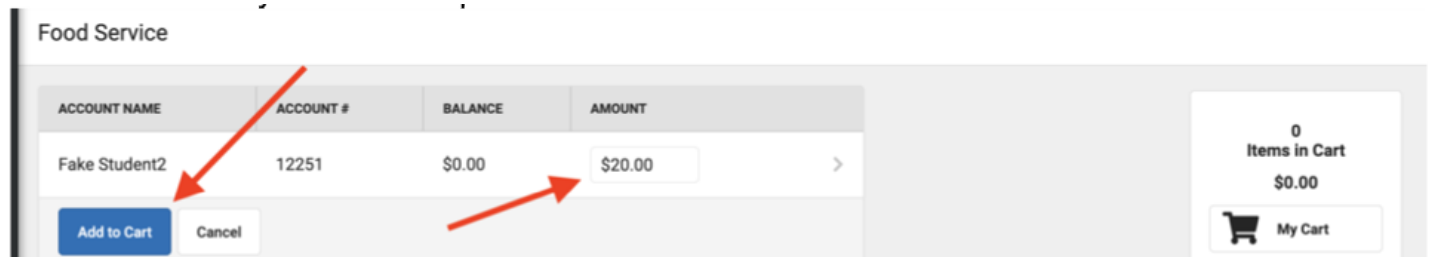
Click on "Food Service."



Click "Pay."



Enter an amount next to each student account and click "Add to Cart."



When you are ready to pay, click "My Cart."



Add or choose your payment method, and click “Submit Payment.”.

Payment Method *
No payment methods available
Add Payment Method

Subtotal: \$5.00
Service Fee:
Total: \$5.00

Email Address for Receipt
schmimgp@gpps.org

Submit Payment

Feedback

My Accounts

Payment Method

Accepted Payment Methods



Checking, Savings, or Card *

- Checking
 Savings
 Credit Card/Debit Card

Nickname

Checking Account Number *

Routing Number *

First Name *

Last Name *

Address *

City *

State *

Zip Code *

Save

Cancel

If you need to add a new payment method, click “Add Payment” and fill out the information. Then click “Save.”

Then choose the payment as shown above and click “Submit Payment.”

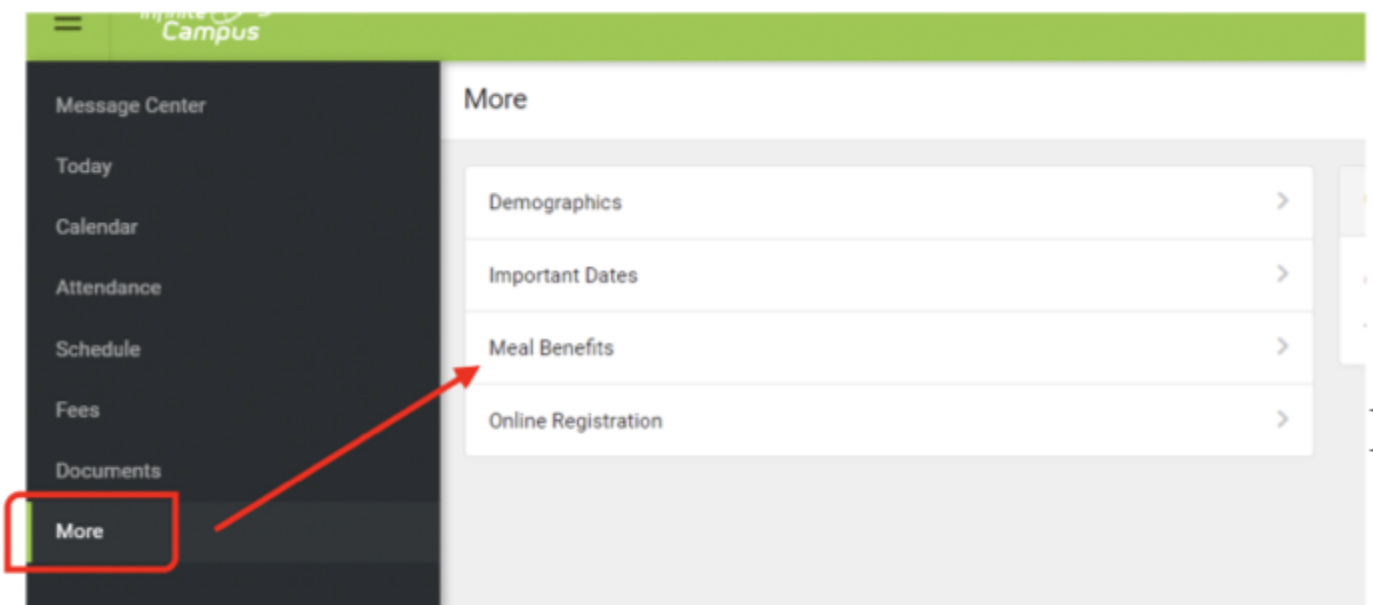
After you submit the payment, click “Yes” on the confirmation box.

If the payment goes through, you will see “Payment Successful” on the screen. The receipt will be sent to your email

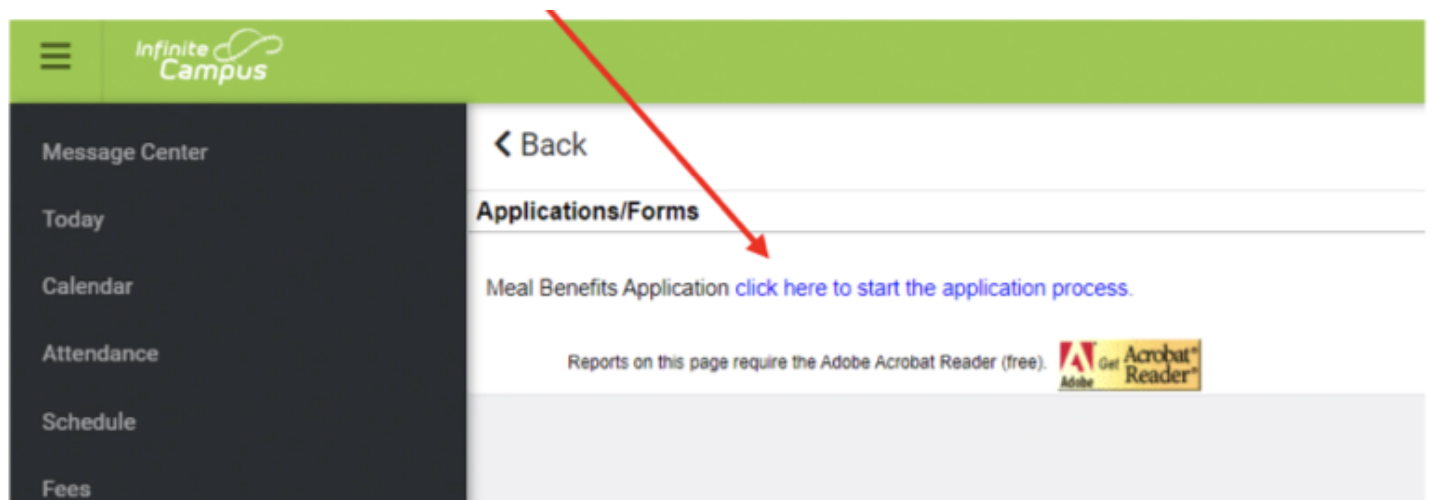
Applying for Free or Reduced Lunch Fees in Infinite Campus Parent Portal

Log into your Infinite Campus Parent Portal.

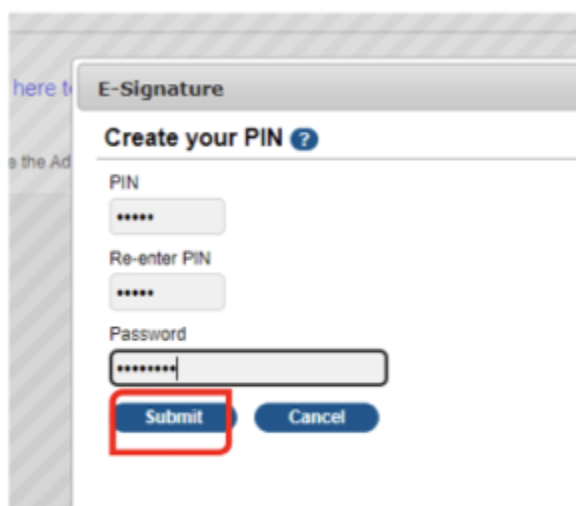
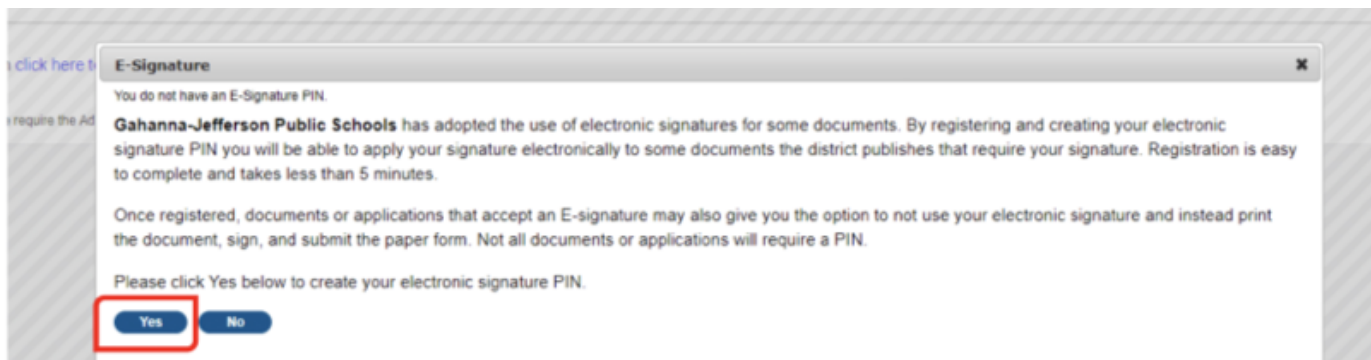
Click on “More” and then click “Meal Benefits.”



Click to start the application process.



Click “Yes” to create an electronic signature PIN.



Create a PIN made with 5 letters or numbers or special characters. The PIN has to include at least 1 letter and 1 number. Enter your chosen PIN twice and then your Parent Portal Password. Click "Submit."

The application will open. The sections show the top and turn green as you finish them. Follow the directions at the top of each page, then click on "Next" to continue.

You have 60 minutes to finish each section. If you do not finish the section before the time is up, the application will close, and you will have to start again.

Meal Benefits Application

Letter to Household Instructions Signer Confirmation Household Members Children Gross Income Review Authorization Submitted

Letter to Household contains important information you will need during the application process. You may print a PDF of this letter by selecting the print icon. Select 'Next' to continue or 'Quit' to stop.

Letter to Household

Dear Parent/Guardian:

Children need healthy meals to learn. Gahanna-Jefferson Public Schools offers healthy meals every school day. Breakfast costs [\$]; lunch costs [\$]. Your children may qualify for free meals or for reduced price meals. Reduced price is [\$] for breakfast and [\$] for lunch. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

Quit Next

58:23

Check the box for each person still living in the household.

If there are people missing from the list, click on “Add Household Member” to add them

Meal Benefits Application

Letter to Household → Instructions → Signer Confirmation → **Household Members** → Children → Gross Income → Review → Authorization → Submitted

Household Members are listed below. You must confirm each person living in your household by selecting the check box next to their name. If a person listed below is no longer living in your household, do not check the box next to their name. If there are persons missing from your household you will need to add them by selecting the 'Add Household Member' button. You are not allowed to edit existing household member information or uncheck the application signer. After you have identified and/or added household members select 'Next' to continue.

Name	Gender	DOB	School	Grade
<input checked="" type="checkbox"/> [Redacted] (Signer)	F	[Redacted]		
<input type="checkbox"/> [Redacted]	M	[Redacted]		
<input checked="" type="checkbox"/> [Redacted]	M	[Redacted]	Jefferson Elementary	04
<input checked="" type="checkbox"/> [Redacted]	F	[Redacted]		
<input type="checkbox"/> [Redacted]	F	[Redacted]	Jefferson Elementary	04

If you need to add additional household members click here. **Add Household Member**

Previous **Next** Timeout 51:50

Sometimes, extra questions may show up. Answer what is asked.

Meal Benefits

Do any household members receive benefits? (SNAP, TANF, or FDPIR)

No **Yes**

On the Children Tab, check the box for each person in your home who is 18 and under.

Meal Benefits Application

Letter to Household > Instructions > Signer Confirmation > Household Members > **Children** > Gross Income > Review > Authorization > Submitted

Child Members of the household must be confirmed by selecting the check box next to their name. Children are those members age 18 or under AND are supported with the household's income. After you have identified each child member, select 'Next'.

Name	Gender	DOB	School	Grade
<input type="checkbox"/> [Redacted] (Signer)	F	[Redacted]		
<input checked="" type="checkbox"/> [Redacted]	M	[Redacted]	Jefferson Elementary	04
<input type="checkbox"/> [Redacted]	F	[Redacted]		

Previous Next

Timeout 56:56

Check the box for anyone living in your house who does not earn an income. Click on "Add Income" for those people that do earn an income.

Meal Benefits Application

Letter to Household > Instructions > Signer Confirmation > Household Members > **Children** > Gross Income > Review > Authorization > Submitted

If a Benefit or Student indicator is selected for any student, income information is not required. Providing your income information may help with the district verification process. For each Adult Household Member, report the total income for each source in whole dollars only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying that there is no income to report.

Name	Gender	DOB	No Income	Add Income	Student Indicator	Total Income
Adult Household Members						
[Redacted] (Signer)	F	[Redacted]	<input type="checkbox"/>	Add Income		
[Redacted]	F	[Redacted]	<input type="checkbox"/>	Add Income		
Child Household Members						
[Redacted]	M	[Redacted]	<input checked="" type="checkbox"/>	Add Income		

Previous Next

Timeout 51:22

Enter the amount for each type of income and how often that amount is paid.

Meal Benefits Application

Letter to Household → Instructions → Signer Confirmation → Household Members → Children → **Gross Income** → Review → Authorization → Submitted

If a Benefit or Student indicator is selected for any student, income information is not required. Providing your income information may help with the district verification process. For each Adult Household Member, report the total income for each source in whole dollars only. If they do not report

Add Income

Income for [Redacted]

Income Type	Amount	Frequency
Earnings from Work	28,000	Weekly
Welfare, Child Support, Alimony		Every Two Weeks
Pensions, Retirement, Social Security, SSI, VA Benefits		Twice a Month
All Other Income		Monthly
		Yearly

Cancel Save Clear All

Previous Next Timeout 57:24

Complete all sections on the Authorization tab by clicking on “yes” or “No.” Complete the other boxes and click “Accept.”.

Meal Benefits Application

Letter to Household → Instructions → Signer Confirmation → Household Members → Children → Gross Income → Review → **Authorization** → Submitted

You must respond to [insert appropriate options here] and read the authorization statement below. By selecting 'Accept' you agree to the authorization statement and you will be taken to the Electronic Signature PIN entry screen to submit the application.

By selecting 'Decline' you do not agree to the authorization statement, the application will be cancelled and your information will no longer be available. If you choose to 'Decline' you may enter another application at any time.

Sharing information with Other Programs

If your child is eligible for free or reduced priced meals, he or she may also qualify to receive other benefits. You must give your permission for us to share your child(ren)'s name and meal eligibility status with staff in charge of other school programs.

Filing out the Meal Benefits Application does not automatically qualify your child to receive other benefits.

Allow my child(ren)'s name and meal eligibility to be shared with staff in charge of Instructional Fees. Yes No

Allow my child(ren)'s name and meal eligibility to be shared with staff in charge of Athletic Fees. Yes No

Allow my child(ren)'s name and meal eligibility to be shared with staff in charge of Course Fees. Yes No

I do not wish to share my information with other programs.

Social Security Number

The income section of this application has been filled out. You are required to provide the last four digits of your SSN. Please enter the last four digits of your SSN or mark the "I do not have a SSN" box.

xxxx-xx-xxxx I do not have a SSN

Previous Decline Accept Timeout 58:58

Enter your E-Signature PIN you made earlier and click on “Submit”.



Apply E-Signature

Terms of Use

Gahanna-Jefferson Public Schools has adopted the use of electronic signatures for some documents. By registering and creating your electronic signature PIN you will be able to apply your signature electronically to some documents the district publishes that require your signature. Registration is easy to complete and takes less than 5 minutes.

Once registered, documents or applications that accept an E-signature may also give you the option to not use your electronic signature and instead print the document, sign, and submit the paper form. Not all documents or applications will require a PIN.

Please click Yes below to create your electronic signature PIN.

Enter your E-Signature PIN

- [Submit](#)
- [Do not use E-Signature](#)
- [Forgot your PIN?](#)