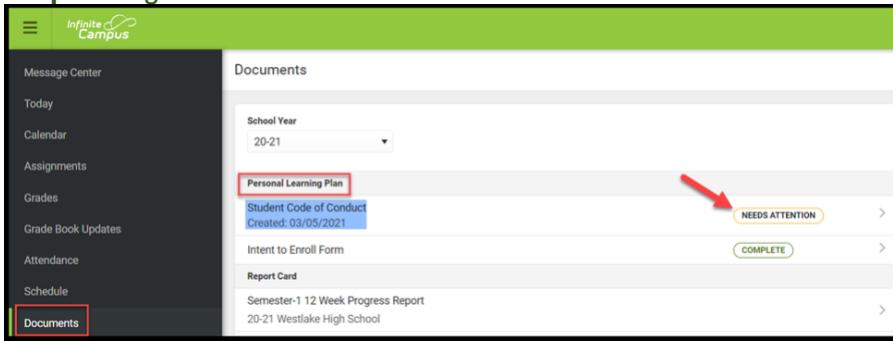
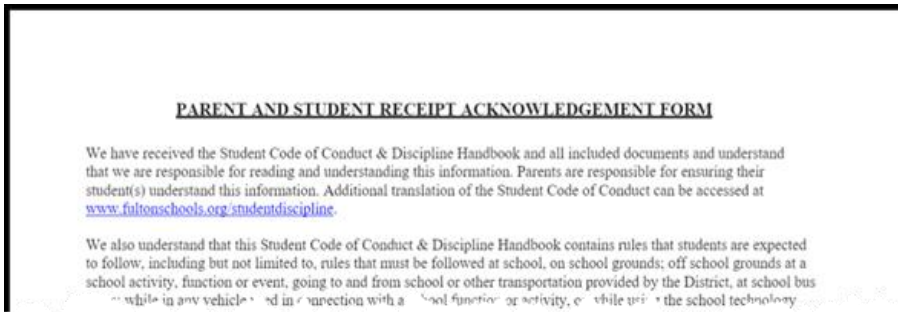


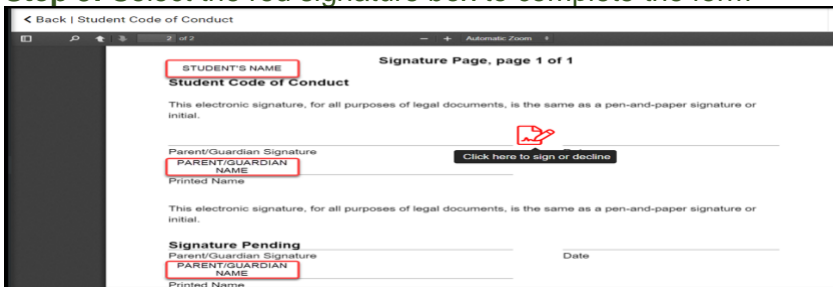
Step 1: Log into the Parent Portal – Click “Documents” found in the left hand menu



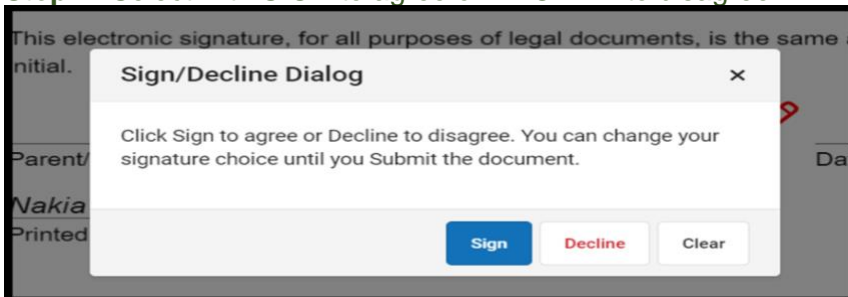
Step 2: Select Needs Attention then scroll to the Signature Page



Step 3: Select the red signature box to complete the form



Step 4: Select with SIGN to agree or DECLINE to disagree



Step 5: Select SUBMIT

