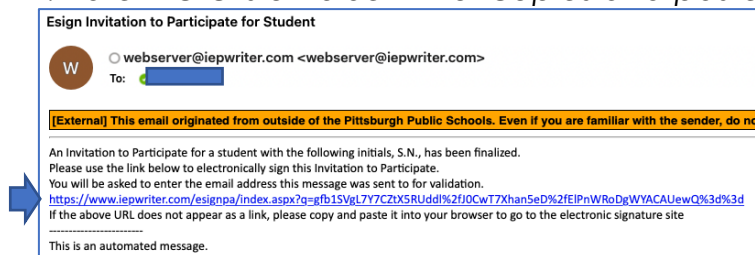


## E-Sign Invitation: The Parent View

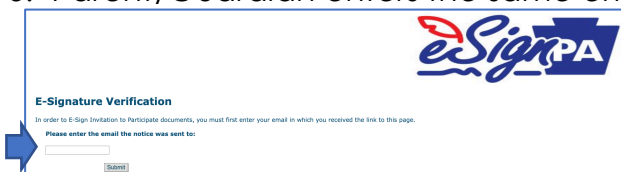
After the Invitation is **finalized** and the Parent/Guardian(s) email is listed to receive the correspondence, an email is sent to the Parent/Guardian(s)

1. Parent/Guardian receives an E-sign email from [webserver@iepwriter.com](mailto:webserver@iepwriter.com)

2. Parent clicks on blue link or copies and pastes into a browser

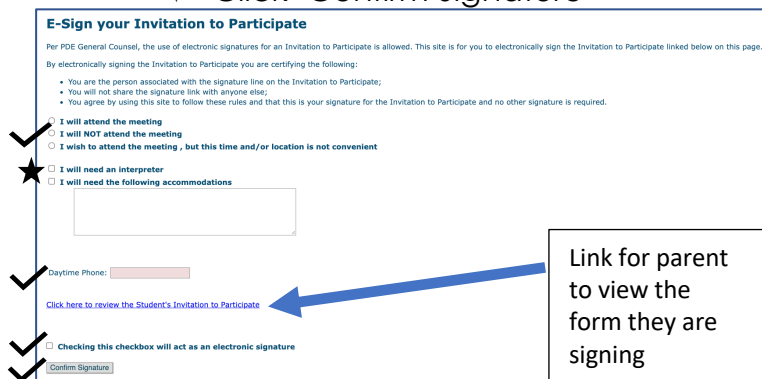


3. Parent/Guardian enters the same email address used to send the link and clicks "Submit"



4. Parent/Guardian must

- ✓ check I will attend, I will not attend, or wish to attend at a different day/time
- ★ check box(es) if need an interpreter and/or accommodations
- ✓ type in a phone number
- ✓ check the electronic signature box
- ✓ Click "Confirm Signature"



5. Screen the Parent/Guardian sees after e-signing. Includes a link to view the completed document.

