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

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"

2Signpa
E-Signature Verification
In order to E-Sign Invitation to Participate documents, you must first enter your email in which you received the link to this page.
Please enter the email the notice was sent to:
Submit

- 4. Parent/Guardian must
 - $\sqrt{}$ 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
 - $\sqrt{}$ type in a phone number
 - $\sqrt{}$ 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.

