E-Sign IEP Waiver: The Parent View
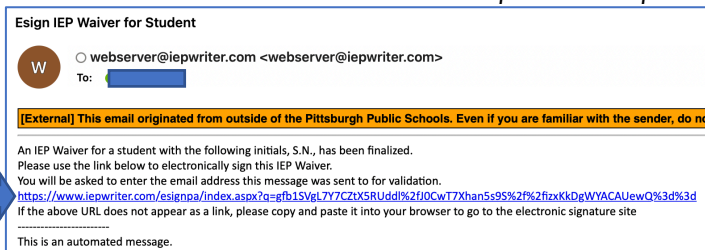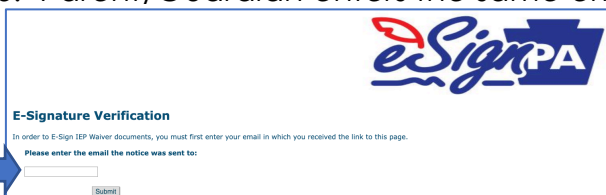
After the IEP Waiver is **finalized** and the Parent/Guardian(s)email is listed to receive the correspondence, an email is sent to the Parent/Guardian(s)

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

Esign IEP Waiver for Student

W ○ webserver@iepwriter.com <webserver@iepwriter.com>
To:

[External] This email originated from outside of the Pittsburgh Public Schools. Even if you are familiar with the sender, do no

An IEP Waiver for a student with the following initials, S.N., has been finalized.
Please use the link below to electronically sign this IEP Waiver.
You will be asked to enter the email address this message was sent to for validation.
https://www.iepwriter.com/esignpa/index.aspx?q=gfb1SVgL7Y7CZtX5RUddl%2fJOCwT7Xhan5s9S%2f%2fizxKkDgWYACAUewQ%3d%3d
If the above URL does not appear as a link, please copy and paste it into your browser to go to the electronic signature site
----
This is an automated message.

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

eSignPA

E-Signature Verification

In order to E-Sign IEP Waiver 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 <u>*must*</u>
- √   check "Yes" to agree to waiving the ten days between the Evaluation and the IEP *or* "No" if you don't want to have the IEP meeting until after 10 days
- √   check "Yes" That you were informed of the age range span or "No" if you were not informed of the possible age span
- √   type in a phone number
- √   check the electronic signature box
- √   Click "Confirm Signature"

E-Sign your IEP Waiver

Per PDE General Counsel, the use of electronic signatures for an IEP Waiver is allowed. This site is for you to electronically sign the IEP Waiver linked below on this page.

By electronically signing the IEP Waiver you are certifying the following:

- You are the person associated with the signature line on the IEP Waiver;
- You will not share the signature link with anyone else;
- You agree by using this site to follow these rules and that this is your signature for the IEP Waiver and no other signature is required.

I agree to waive the ten day period between my signature on the Evaluation Report (ER/RR) and the development of the Individualized Education Plan (IEP)
◉ Yes ○ No

I have been informed that the age range for my child's Special Education Program may vary more than three years on the elementary level or four years on the secondary level. If a larger variance does exist, I understand my child's IEP will not be adversely affected by this change.
◉ Yes ○ No

Daytime Phone: [   ]

Click here to review the Student's IEP Waiver

☐ Checking this checkbox will act as an electronic signature

Confirm Signature

Link for parent to view the form they are signing

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

IEP Waiver has been signed

Thank you for signing the IEP Waiver. You may close the page.

You can download a copy of the IEP Waiver by clicking the link below.

Click here to review the Student's IEP Waiver

Link for parent to view the form they have signed