## E-Sign Individual Education Plan (IEP): The Parent View

After the IEP 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 for Student				
	webserver@lepwriter.com <webserver@lepwriter.com> To:</webserver@lepwriter.com>	Today at 9:11 PM			
	${\mathbb A}$ To protect your privacy, some pictures in this message were not downloaded.	Download pictures			
	[External] This email originated from outside of the Pittsburgh Public Schools. Even if you are familiar with the sender, do not click links or open attachments unless you expected to receive them.				
5	An IEP for a meeting you recently attended for a student with the following initials, S.N., has been finalized. Please use the link below to electronically sign this IEP. You will be asked to derer the email address this message was sent to for validation. https://www.lepwriter.com/esignpa/index.aspx?q=gb15/ytJ77C2X5RUddlK200CwT7XhanQvkntdLoXFgDqWYACAUewQN3dK3ad if the above URL- the above URL- 				

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

	Signa
E-Signa	ture Verification
In order to E-S	ign IEP documents, you must first enter your email in which you recieved the link to this page.
Please ent	er the email the notice was sent to:

- 4. Parent/Guardian <u>must</u>
  - ★ Please note that you are signing for receiving the procedural safeguards and IEP attendance
  - $\sqrt{}$  check the electronic signature box
  - √ Click "Confirm Signature"

	E-Sign your IEP		
	Per PDE General Counsel, the use of electronic signatures for an IEP is allowed. This site is for you to electronically sign the IEP linked below on this pag		
	By electronically signing the IEP you are certifying the following:		
<ul> <li>You are the person associated with the signature line on the IEP;</li> <li>You will not share the signature link with anyone else;</li> <li>You are by using this site to follow these rules and that this is your signature for IEP participation and no other signature is required.</li> </ul>			
Procedural Safeguards Notice Click the link to open a copy of the Procedural Safeg		e Procedural Safeguards	
For parents / guardians, by signing to indicate IEP participation you are also indicating that you have received a copy of the Procedural Safeguar			
	Click here to review the Student's IEP	Link for parent to view the form	
$\sim$	Checking this checkbox will act as an electronic signature	they are signing	

5. Screen the Parent/Guardian sees after e-signing.

