Camden County Educational Services Commission

Signing and Submitting Electronic 407-1s

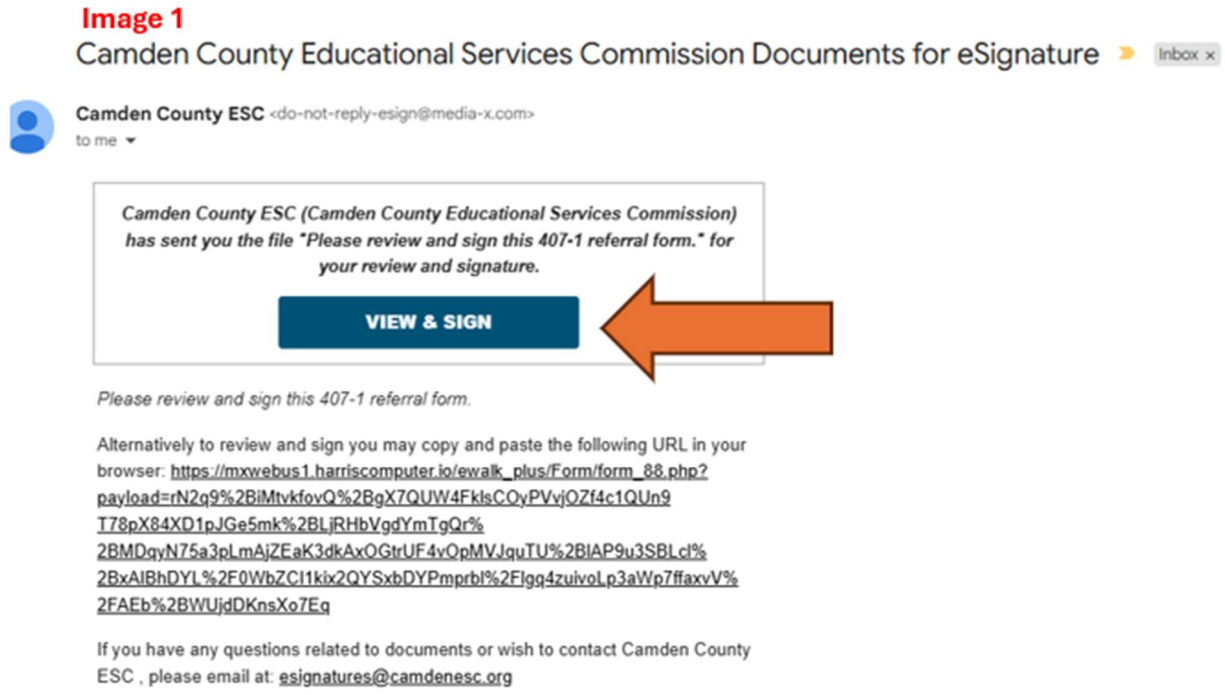
Parent/Guardian Directions

Please use this process to sign and submit the CCESC electronic 407-1 for your child. ***Kindly note: you will receive an email and form for <u>each service</u> for which your child is eligible. Please <u>sign each one</u> individually.***

1. You will receive an email titled Camden County Education Services Commission Documents for eSignature from Camden County ESC <do-not-reply-esign@media-x.com>.

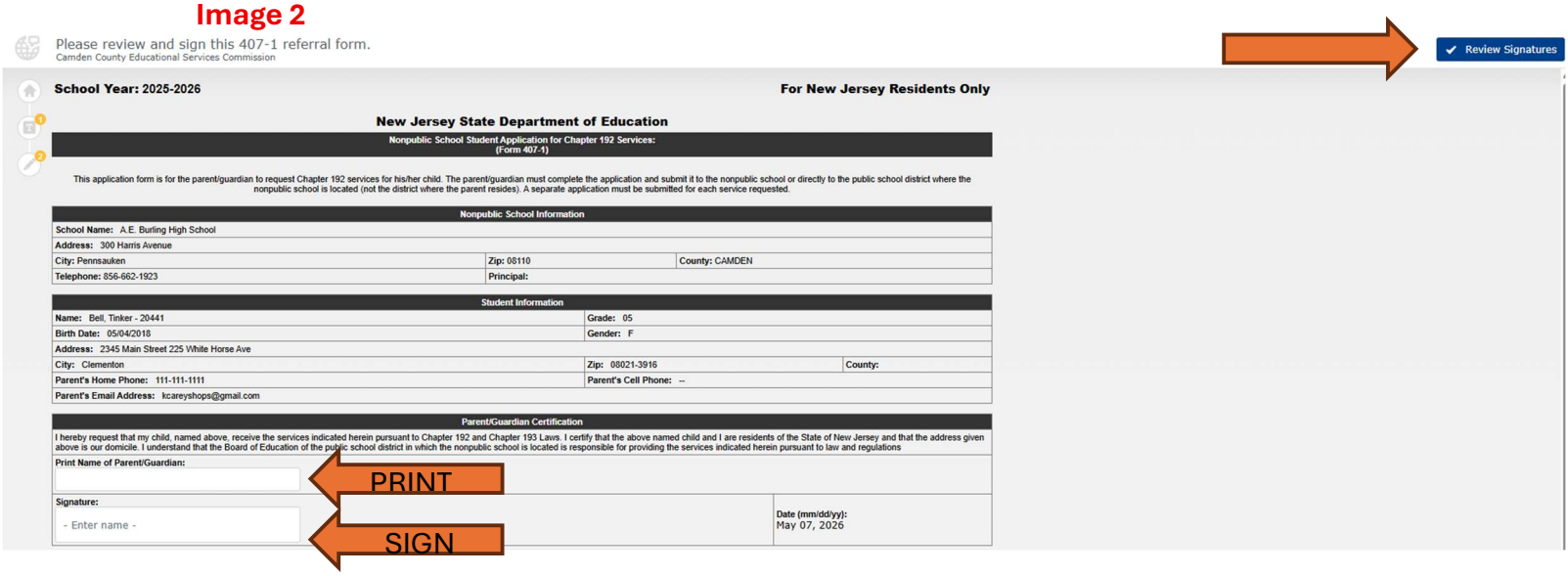
2. Click on "**View and Sign**" or you can copy and paste the URL into your browser (see Image 1).

Image 1



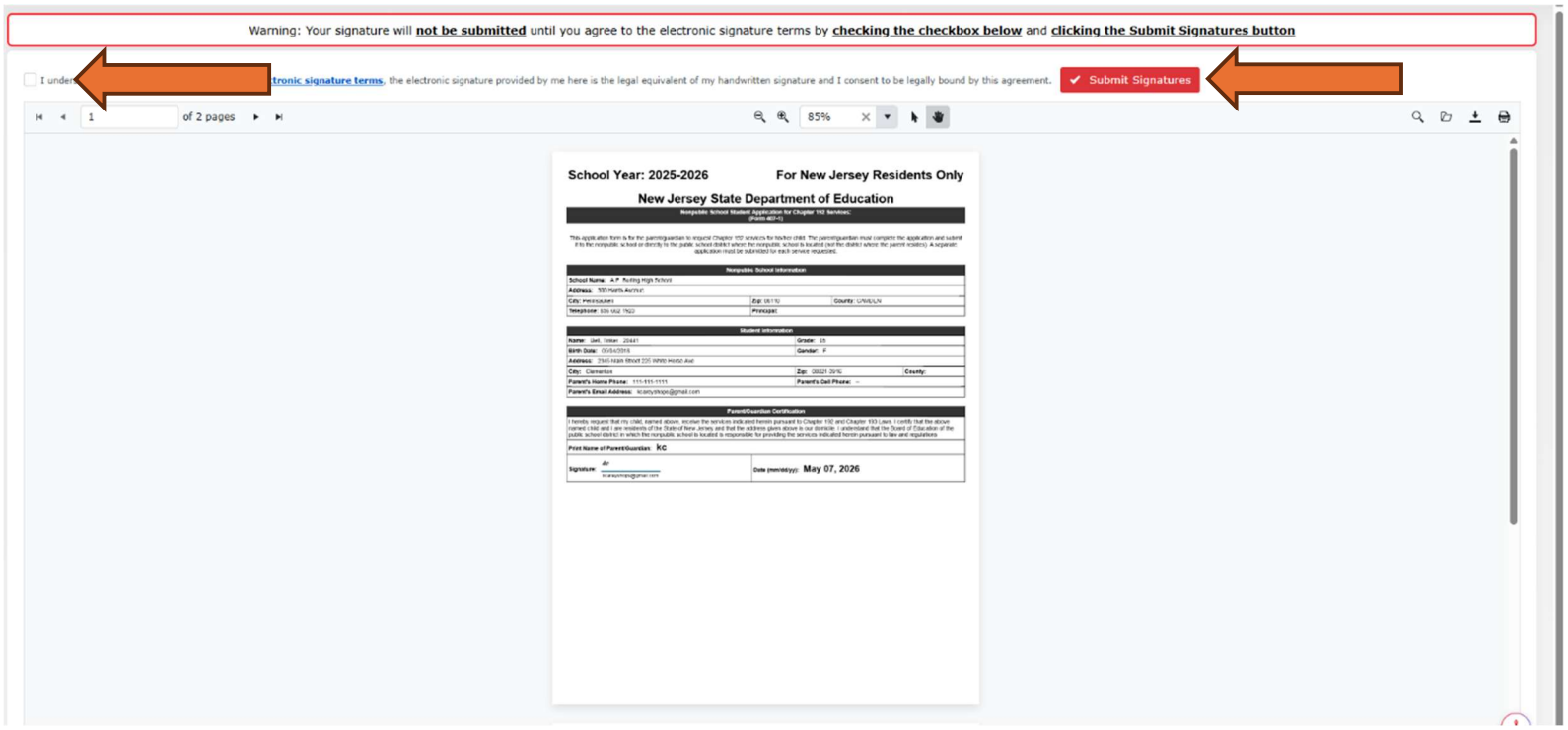
3. Please review the 407-1 information then "**Print**" and "**Sign**" your name in the designated area. After signing, click "**Review Signatures**" (see Image 2).

Image 2



4. Click the **box** next to the electronic signature acknowledgement, then click "**Submit Signatures**" (see Image 3).

Image 3



The process is complete. If you have other 407-1 forms to sign, you will **repeat the process** described above. A PDF copy of the form will automatically be sent to your email for your records.

Should you wish to decline services, please contact your school's Principal.

If you have any questions or need assistance with completing the form(s), please contact the Camden County Educational Services Commission:

- Kelly Beebe (856-784-2100, ext., 120; kbeebe@camdenesc.org); or,
- Sofia Reyes (856-784-2100, ext. 122; sreyes@camdenesc.org)

Thank you!