WESTFORD
PUBLIC SCHOOLS

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Dear Parent(s)/Caregiver(s),

In September 2024, we made a significant shift in the software we use to create, write, edit, and amend IEPs and all related documents. The shift moved the district to Special Programs, which is the platform within PowerSchool for IEPs and 504 plans. As part of this software, the district sends all documentation electronically. Accordingly, all documents are sent to you electronically through PowerSchool rather than traditional "snail mail" methods.

Here is some information and helpful tips about how you will receive your special education documentation and what that process will look like:

1. You will receive documents from this email address: **donotreply@specialeducation.powerschool.com** with "Westford Public Schools…" in the subject line. **This may go to your spam folder, so please check there if you are anticipating receipt of documents.**

2. As you now, many documents require a signature and if a document does require a signature, please follow these instructions:

    - Open the document in the email.
    - CREATE a signature. This is NOT signing the document yet, but begins the process to sign.
    - Use the NEXT button to scroll through and review the document.
    - Click to your level of acceptance when prompted.
    - Click "Sign"
    - Scroll through any attachments (if applicable).
    - Finally, click SUBMIT (if you do not click the submit button the document is not complete.
    - A box will pop up indicating your signing is complete.
    - You will receive an email with a copy of the signed document for your records.

Many of you are familiar with electronic signature, but if you have ANY questions, please do not hesitate to contact your school based educational team or The Office of Special Education and Social Emotional Learning for assistance. The district is pleased to offer this service to the community, but if you do have questions, please do not hesitate to reach out to your Academic Teams for support.

Melissa Boylan
Director of Special Education and Social Emotional Learning