

Digital Signature

Consent for Evaluation

Fill in the required fields:

Consent for Evaluation		
Student: Test M Student	School:	Date: <input type="text"/>
The multidisciplinary team proposes to conduct an evaluation for the following purposes:		
<input type="checkbox"/> Initial Evaluation	<input type="checkbox"/> Student needs/programming	<input type="checkbox"/> Other:
<input type="checkbox"/> Reevaluation	<input type="checkbox"/> Dismissal/exiting	
The proposed action is based on a review of information and/or a collection of additional data.		
<input type="checkbox"/> Test Parent1 will sign		
<input type="checkbox"/> Test Parent2 will sign		
<input type="checkbox"/> Yes <input type="checkbox"/> No Parent signature obtained and filed in Student's permanent record		
One copy of this form will be retained in the school records and one copy will be given to the parent(s).		
<input type="button" value="Save, Done Editing"/>	<input type="button" value="Save, Continue Editing"/>	<input type="button" value="Cancel Editing"/>

Start with the date:

Consent for Evaluation		
Student: Test M Student	School:	Date: <input type="text" value="07/31/2023"/>
The multidisciplinary team proposes to conduct an evaluation for the following purposes:		
<input type="checkbox"/> Initial Evaluation	<input type="checkbox"/> Student needs/programming	<input type="checkbox"/> Other:
<input type="checkbox"/> Reevaluation	<input type="checkbox"/> Dismissal/exiting	
The proposed action is based on a review of information and/or a collection of additional data.		
<input type="checkbox"/> Test Parent1 will sign		
<input type="checkbox"/> Test Parent2 will sign		
<input type="checkbox"/> Yes <input type="checkbox"/> No Parent signature obtained and filed in Student's permanent record		
One copy of this form will be retained in the school records and one copy will be given to the parent(s).		
<input type="button" value="Save, Done Editing"/>	<input type="button" value="Save, Continue Editing"/>	<input type="button" value="Cancel Editing"/>

Then, click the purpose of the evaluation (initial, reevaluation, student needs/programming, dismiss/exiting, other):

The multidisciplinary team proposes to conduct an evaluation for the following purposes:		
<input type="checkbox"/> Initial Evaluation	<input type="checkbox"/> Student needs/programming	<input type="checkbox"/> Other:
<input type="checkbox"/> Reevaluation	<input type="checkbox"/> Dismissal/exiting	
The proposed action is based on a review of information and/or a collection of additional data.		

Make sure to click the correct reason for the evaluation.

The parent's name will autofill into the form if the parent's/guardian's name is in the contact info section of the **Profile** in Tienet.

If the parent's/guardian's name is not in the **Profile**, you will be given the option to type it manually.

Consent for Evaluation		
Student: Test M Student	School:	Date: <input type="text" value="07/31/2023"/>
The multidisciplinary team proposes to conduct an evaluation for the following purposes:		
<input type="checkbox"/> Initial Evaluation	<input type="checkbox"/> Student needs/programming	<input type="checkbox"/> Other:
<input type="checkbox"/> Reevaluation	<input type="checkbox"/> Dismissal/exiting	
The proposed action is based on a review of information and/or a collection of additional data.		
<input type="checkbox"/> Test Parent1 will sign		
<input type="checkbox"/> Test Parent2 will sign		
<input type="checkbox"/> Yes <input type="checkbox"/> No Parent signature obtained and filed in Student's permanent record		
One copy of this form will be retained in the school records and one copy will be given to the parent(s).		

Check to ensure the names are correct, and then check one or both to sign.

Consent for Evaluation		
Student: Test M Student	School:	Date: <input type="text" value="07/31/2023"/>
The multidisciplinary team proposes to conduct an evaluation for the following purposes:		
<input type="checkbox"/> Initial Evaluation	<input type="checkbox"/> Student needs/programming	<input type="checkbox"/> Other:
<input type="checkbox"/> Reevaluation	<input type="checkbox"/> Dismissal/exiting	
The proposed action is based on a review of information and/or a collection of additional data.		
<input checked="" type="checkbox"/> Test Parent1 will sign		
As the parent of Test M Student, I agree with the multidisciplinary team's proposed evaluation.		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Parent Signature(s):		Date: _____
<input type="checkbox"/> Tom Gerken will sign		
<input type="checkbox"/> Yes <input type="checkbox"/> No Parent signature obtained and filed in Student's permanent record		
One copy of this form will be retained in the school records and one copy will be given to the parent(s).		

Consent for Evaluation		
Student: Test M Student	School:	Date: 07/31/2023
The multidisciplinary team proposes to conduct an evaluation for the following purposes:		
<input type="checkbox"/> Initial Evaluation	<input type="checkbox"/> Student needs/programming	<input type="checkbox"/> Other:
<input type="checkbox"/> Reevaluation	<input type="checkbox"/> Dismissal/exiting	
The proposed action is based on a review of information and/or a collection of additional data.		
<input checked="" type="checkbox"/> Test Parent(s) will sign		
As the parent of Test M Student, I agree with the multidisciplinary team's proposed evaluation.		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Parent Signature(s): _____	Date: _____	
<input checked="" type="checkbox"/> Tom Gerken will sign		
As the parent of Test M Student, I agree with the multidisciplinary team's proposed evaluation.		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Parent Signature(s): _____	Date: _____	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Parent signature obtained and filed in Student's permanent record		
<small>One copy of this form will be retained in the school records and one copy will be given to the parent(s).</small>		

Once you have checked one or both to sign, you are going to click **Save, Done Editing**.

Consent for Evaluation		
Student: Test M Student	School:	Date: 07/31/2023
The multidisciplinary team proposes to conduct an evaluation for the following purposes:		
<input type="checkbox"/> Initial Evaluation	<input type="checkbox"/> Student needs/programming	<input type="checkbox"/> Other:
<input type="checkbox"/> Reevaluation	<input type="checkbox"/> Dismissal/exiting	
The proposed action is based on a review of information and/or a collection of additional data.		
<input checked="" type="checkbox"/> Test Parent(s) will sign		
As the parent of Test M Student, I agree with the multidisciplinary team's proposed evaluation.		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Parent Signature(s): _____	Date: _____	
<input checked="" type="checkbox"/> Tom Gerken will sign		
As the parent of Test M Student, I agree with the multidisciplinary team's proposed evaluation.		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Parent Signature(s): _____	Date: _____	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Parent signature obtained and filed in Student's permanent record		
<small>One copy of this form will be retained in the school records and one copy will be given to the parent(s).</small>		
<input type="button" value="Save, Done Editing"/> <input type="button" value="Save, Continue Editing"/> <input type="button" value="Cancel Editing"/>		

Please note that the following is going to be red. This will be completed after parents/guardians sign the consent.

<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Parent signature obtained and filed in Student's permanent record

Once you **Save, Done Editing**, you will get the following guided action:

 Section was saved, but is incomplete until all required fields (red highlighted) are filled.

Just click **Cancel Editing** to continue:

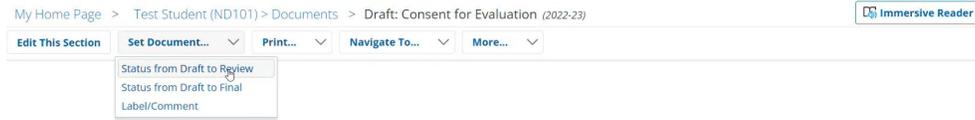
<input type="button" value="Save, Done Editing"/>	<input type="button" value="Save, Continue Editing"/>	<input type="button" value="Cancel Editing"/>
 Section was saved, but is incomplete until all required fields (red highlighted) are filled.		

The form will now look like this:

Consent for Evaluation		
Student: Test M Student	School:	Date: 07/31/2023
The multidisciplinary team proposes to conduct an evaluation for the following purposes:		
<input type="checkbox"/> Initial Evaluation	<input type="checkbox"/> Student needs/programming	<input type="checkbox"/> Other:
<input type="checkbox"/> Reevaluation	<input type="checkbox"/> Dismissal/exiting	
The proposed action is based on a review of information and/or a collection of additional data.		
As the parent of Test M Student, I agree with the multidisciplinary team's proposed evaluation.		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Parent Signature(s): _____	Date: _____	
As the parent of Test M Student, I agree with the multidisciplinary team's proposed evaluation.		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Parent Signature(s): _____	Date: _____	
<input type="checkbox"/> Yes <input type="checkbox"/> No Parent signature obtained and filed in Student's permanent record		
<small>One copy of this form will be retained in the school records and one copy will be given to the parent(s).</small>		

If you are going to have your parents sign a paper copy, you will print this out and present it to the parent.

If you are going to utilize the sign-in person on the computer or send in an email for parents/guardians to sign digitally, you need to set the document **Status from Draft to Review** or **Status from Draft to Final**.



Then you will click **accept** and **OK**.

Set Document Status: Consent for Evaluation for Test Student (ND101)

Change status from **Draft** to **Review** ▼

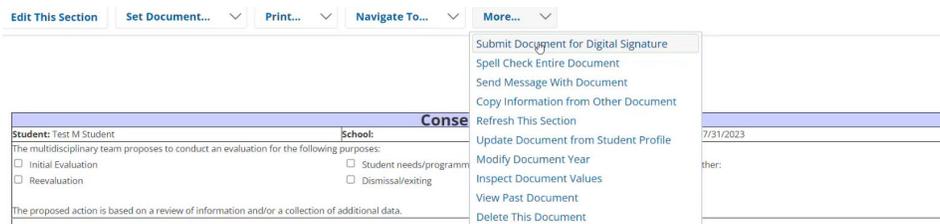
Comments (optional)

User IDs: Look up: Staff User ID My Messaging Groups

Send a Notification Message To

Accept **Cancel**

When you are ready to send it to the parents/guardians or have them sign in person on the computer, click on more dropdown and **Submit Document for Digital Signature**.



You will have two options for signing preferences: **Send through email** or **sign now**.

Signing Preference **Send through email** ▼

Signer Role	Email Address	Language	Opt-out
Parent	test parent r	English	<input type="checkbox"/>
Parent	Thomas Gerken	English	<input type="checkbox"/>

Sign now will allow you if parents are in the room, they can at that point and time walk up to your computer, select their name, and sign the document.

Send through email will allow you to send the document to the parent's/guardian's email to sign digitally.

If parent's email is in the **Profile**, it will autofill, or if you added the parent's/guardian's name, it will prompt you to add their email.

If you selected multiple people to sign the consent, but then only one parent/guardian wants to sign, you can opt the other person out by clicking **Opt-out**.

Send Document for Digital Signature X

Signing Preference **Send through email** ▼

Signer Role	Signer Name	Email Address	Language	Opt-out i
Parent	Test Parent1	thomas.gerken@powerschool.com	English ▼	<input type="checkbox"/>
Parent	Tom Gerken	thomas.gerken@powerschool.com	English ▼	<input checked="" type="checkbox"/>

Once you make sure the signer information is correct, you will choose either **Sign now** or **Send through email**.

To choose sign now for your signing preference you will choose **Sign now** and click **Send**.

Send Document for Digital Signature X

Signing Preference **Sign now** ▼

Signer Role	Signer Name	Email Address	Language	Opt-out i
Parent	Test Parent1	thomas.gerken@powerschool.com	English ▼	<input type="checkbox"/>
Parent	Tom Gerken	thomas.gerken@powerschool.com	English ▼	<input type="checkbox"/>

Cancel **Send**

You are then going to validate who is going to sign and click **Sign Now**:

Digital Signature Details X

Document:
(Document will be available for download once signing is complete)

Submitted By:
CONSULTANT (PowerSchool - Thomas Gerken) on 08/17/2023 Thu, 10:10 AM

Validate Identity	i Sign Now	Signer Roles	Signer Name	Email Address	Status	Options
<input checked="" type="checkbox"/>	Sign Now	Parent	Test Parent1	thomas.gerken@powerschool.com	Unsigned	
<input type="checkbox"/>	Sign Now	Parent	Tom Gerken	thomas.gerken@powerschool.com	Unsigned	

Signature Request Options ▼ **Close**

It will open up a new tab. Parents/guardians can select the style of the font they want their signature

Create Signature

Full Name (required) Initials (required)

Font Style Draw

Style 1 Style 2 Style 3 Style 4

Signature Initials

Signature Authorization

I agree **required**
By selecting Create, I agree that this mark will be the electronic representation of my signature or initials whenever I use it.

Save signature for future use
I agree to save this as the digital representation of my signature for future use.

Cancel **Create**

or, if you have a touch screen, parents/guardians can draw their names.

Once the parent has typed in their name or drawn their name, then the parent/guardian signing will need to click the box by **I agree**. You can then click **Create**.

The parent/guardian that signed, will then answer the highlighted **Yes/No** questions. You can click the red **Sign** button and the parent's/guardian's signature will appear. Then click **Submit**.

Consent for Evaluation

Student: Test M Student School: Date: 07/31/2023

The multidisciplinary team proposes to conduct an evaluation for the following purposes:

Initial Evaluation Student needs/programming Other:
 Reevaluation Dismissal/exiting

The proposed action is based on a review of information and/or a collection of additional data.

As the parent of Test M Student, I agree with the multidisciplinary team's proposed evaluation.

Yes No

Parent Signature(s):  Date: 8/17/2023

As the parent of Test M Student, I agree with the multidisciplinary team's proposed evaluation.

Yes No

Parent Signature(s): _____ Date: _____

Yes No Parent signature obtained and filed in Student's permanent record.

Cancel

Parent that signed needs to answer

Once you submit it will prompt that signing is complete and you can **Close** that window:

Signing Completed

You have successfully signed this document. A copy of the signed document will be emailed to you after everyone completes signing.

You then will be prompted to repeat the same process with the next parent/guardian.

Digital Signature Details ✕

Document:
(Document will be available for download once signing is complete)

Submitted By:
CONSULTANT (PowerSchool - Thomas Gerken) on 08/17/2023 Thu, 10:10 AM

Validate Identity	Sign Now	Signer Roles	Signer Name	Email Address	Status	Primary Signer	Options
<input checked="" type="checkbox"/>	<input type="button" value="Signed"/>	Parent	Test Parent1	thomas.gerken@powerschool.com	Complete	Yes	
<input checked="" type="checkbox"/>	<input type="button" value="Sign Now"/>	Parent	Tom Gerken	thomas.gerken@powerschool.com	Unsigned		<input type="button" value="⋮"/>

Once you have all the signatures, you can now check **Parent/guardian signature was obtained for the file** on the Consent for Evaluation form, and click **Save, Done Editing**.

**Please note, if you set the form to review and not final you must set the form to final to complete the process.*

The **Options** button is available to administrators in Tienet. If you need one of the Options when collecting the signature, contact a Tienet administrator.

Digital Signature Details [X]

Document:
(Document will be available for download once signing is complete)

Submitted By:
CONSULTANT (PowerSchool - Thomas Gerken) on 08/17/2023 Thu, 10:10 AM

Validate Identity	Sign Now	Signer Roles	Signer Name	Email Address	Status	Primary Signer	Options
<input checked="" type="checkbox"/>	Signed	Parent	Test Parent1	thomas.gerken@powerschool.com	Complete	Yes	
<input checked="" type="checkbox"/>	Sign Now	Parent	Tom Gerken	thomas.gerken@powerschool.com			⋮

Accept current signatures

Restart digital signature request

Void digital signature request

Refresh

Signature Request Options [v] [Close]

During the signing process, the document is no longer editable. You can't change the form once it has been sent out.

i This document has a pending signature request and cannot be edited. Use View Digital Signature Details to review the pending request

Consent for Evaluation

Student: Test M Student School: Date: 07/31/2023

The multidisciplinary team proposes to conduct an evaluation for the following purposes:

Initial Evaluation Student needs/programming Other

Reevaluation Dismissal/exiting

The proposed action is based on a review of information and/or a collection of additional data.

As the parent of Test M Student, I agree with the multidisciplinary team's proposed evaluation.

Yes No

Parent Signature(s): Signed by Test Parent1 Date: 08/17/2023

As the parent of Test M Student, I agree with the multidisciplinary team's proposed evaluation.

Yes No

Parent Signature(s): Date:

Play (k)

On the home page in Tienet, there is a report available that will let you know the status of forms that received or in the process of receiving a digital signature called **Manage Digital Signature Documents**.

Special Programs Search Curriculum Communication Reporting Administration

My Home Page

Alert Announcements

Subject	From	Date
PowerSchool Version SPSM-ND_23.8.1.0	CONSULTANT (PowerSchool - Shubham Sagarika)	Sent: 08/11/2023, Expires: 09/01 Fri

Unread Messages (0)
There are no unread messages

Quick Access

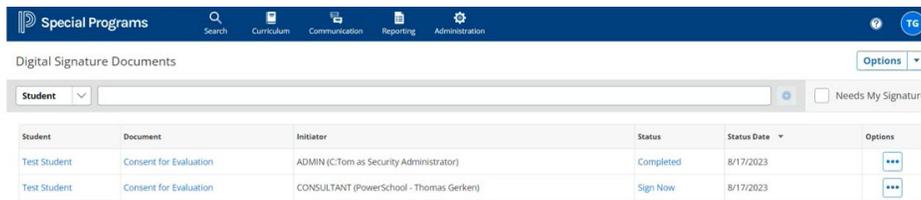
Search Student: [type name or ID]

Students Recently Worked With
Student, Test [ND101]

Templates Recently Worked With
Release of Information
Consent for Initial Placement in Special Education
(Other Templates...)

Administrative Tasks
Configure School Year: 2023-24, MP1
[Manage Digital Signature Documents](#)
Access Consultant Notes

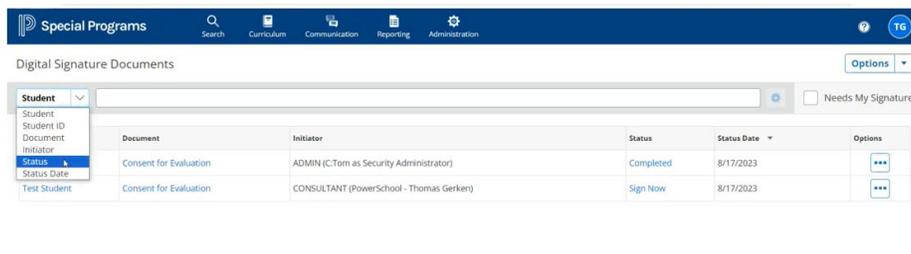
This will give a full view of any documents that have been sent out to parents/guardians and information about those documents.



The screenshot shows the 'Special Programs' interface with a navigation bar containing 'Search', 'Curriculum', 'Communication', 'Reporting', and 'Administration'. Below the navigation bar is the 'Digital Signature Documents' section. A search bar is present with a dropdown menu set to 'Student'. A checkbox labeled 'Needs My Signature' is visible. The main content is a table with the following data:

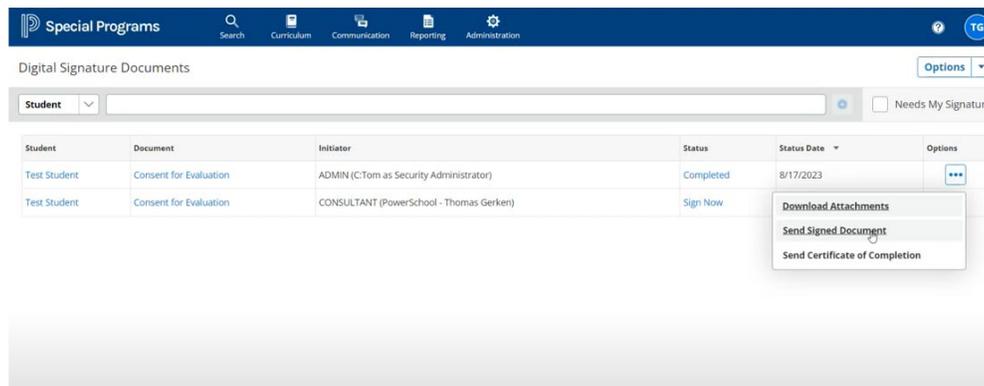
Student	Document	Initiator	Status	Status Date	Options
Test Student	Consent for Evaluation	ADMIN (C.Tom as Security Administrator)	Completed	8/17/2023	...
Test Student	Consent for Evaluation	CONSULTANT (PowerSchool - Thomas Gerken)	Sign Now	8/17/2023	...

You can search by student, status, document, etc. You can also filter by what needs to be signed by you.



This screenshot is similar to the previous one, but the search dropdown menu is open, showing options: 'Student', 'Student ID', 'Document', 'Initiator', 'Status', and 'Status Date'. The 'Status' option is currently selected.

You can also send out documents from here. If a parent asks for a copy of the consent that was signed, you can send it out directly from here to them. You can download attachments. The certificate of completion is a detailed receipt of when you sent the document out to the parents, when the parent viewed the document, and when the parent signed the document. Each of these things are time stamped on the certificate of completion.



This screenshot shows the same table as before, but a context menu is open over the 'Sign Now' status of the second row. The menu contains three options: 'Download Attachments', 'Send Signed Document', and 'Send Certificate of Completion'.

This is how the completed **Consent for Evaluation** form will look when finished

Consent for Evaluation

Student: Test M Student School: Date: 07/31/2023

The multidisciplinary team proposes to conduct an evaluation for the following purposes:

Initial Evaluation Student needs/programming Other:
 Reevaluation Dismissal/exiting

The proposed action is based on a review of information and/or a collection of additional data.

Test Parent1 will sign
 As the parent of Test M Student, I agree with the multidisciplinary team's proposed evaluation.

Yes No
 Parent Signature(s): Signed by Test Parent1 Date: 08/17/2023

Tom Gerken will sign
 As the parent of Test M Student, I agree with the multidisciplinary team's proposed evaluation.

Yes No
 Parent Signature(s): Signed by Tom Gerken Date: 08/17/2023

Yes No Parent signature obtained and filed in Student's permanent record
 One copy of this form will be retained in the school records and one copy will be given to the parent(s).

[Save, Done Editing](#) [Save, Continue Editing](#) [Cancel Editing](#)

Once everyone has signed it will automatically put the form in a PDF form.

Documents for Test Student (ND101) PDF

Create New Document: (Select...) [Go](#)

Documents for 2022/23	Status	Creation Date	Modification Date	Finalization Date
EVALUATION PROCESS				
Consent for Evaluation Attachment: Consent for Evaluation for Test Student (ND101).pdf [Signed]	Review	08/17/2023 Thu, 10:06 AM	08/17/2023 Thu, 10:16 AM	---
Consent for Initial Placement in Special Education	Draft	08/17/2023 Thu, 08:56 AM	---	---
Consent for Evaluation Attachment: Consent for Evaluation for Test Student (ND101).pdf [Signed]	Final	08/17/2023 Thu, 08:55 AM	08/17/2023 Thu, 09:53 AM	08/17/2023 Thu, 09:53 AM
PROCEDURAL FORMS				
Release of Information	Review	08/17/2023 Thu, 08:59 AM	08/17/2023 Thu, 09:00 AM	---
Documents for 2017/18				

If you click on the PDF, you will get the completed consent for evaluation. This document will also be sent to the parent's email.

Consent for Evaluation

Student: Test M Student School: Date: 07/31/2023

The multidisciplinary team proposes to conduct an evaluation for the following purposes:

Initial Evaluation Student needs/programming Other:
 Reevaluation Dismissal/exiting

The proposed action is based on a review of information and/or a collection of additional data.

As the parent of Test M Student, I agree with the multidisciplinary team's proposed evaluation.

Yes No
 Parent Signature(s):  Date: 08/17/2023

As the parent of Test M Student, I agree with the multidisciplinary team's proposed evaluation.

Yes No
 Parent Signature(s): Tom Gerken Date: 08/17/2023

Yes No Parent signature obtained and filed in Student's permanent record
 One copy of this form will be retained in the school records and one copy will be given to the parent(s).

If later, the parent wants another copy of the signed consent, you can go into the consent and into the more dropdown to choose **Digital Signature Details (completed)**. Then under **Options** you will have the option to send the signed document to the parent again or send the certification of completion which time stamps when the parent signed digitally.

Digital Signature Details ✕

Certificate:
Certificate of Completion (Consent for Evaluation).pdf

Submitted By:
CONSULTANT (PowerSchool - Thomas Gerken) on 08/17/2023 Thu, 10:10 AM

Status:
Completed on 08/17/2023 Thu, 10:15 AM

Signer Roles	Signer Name	Email Address	Status	Response	Actions
Parent	Test Parent1	thomas.gerken@powerschool.com	Signed on 08/17/2023 Thu, 10:11 AM	Yes	⋮
Parent	Tom Gerken	thomas.gerken@powerschool.com	Signed on 08/17/2023 Thu, 10:15 AM		⋮

Send signed document

Send certificate of completion

Edit the signer's response

Signature Request Options Close