## **Digital Signature**

## **Consent for Evaluation**

## Fill in the required fields:

Consent for Evaluation				
Student: Test M Student	School:	Date:		
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 inform Test Parent1 will sign Test Parent2 will sign	aation and/or a collection of additional data.			
Ves No Parent signature obtained and filed in	n 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	e Editing Cancel Editing			

## Start with the date:

Consent for Evaluation				
Student: Test M Student	School:	Date: 07/31/2023		
he multidisciplinary team proposes to conduct an evaluation for the following	g purposes:			
Initial Evaluation	Student needs/programming	C Other:		
Reevaluation	Dismissal/exiting			
Test Parent1 will sign Test Parent2 will sign	r additional data.			
Yes No Parent signature obtained and filed in Student's permanent rec	ord			
Ine 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 Cance	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:				
Initial Evaluation     Student needs/programming		Other:			
Reevaluation	Dismissal/exiting				
The proposed action is based on a review of information and/or a collection of a	he 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 in manually.

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	<ul> <li>Dismissal/exiting</li> </ul>				
The proposed action is based on a review of information and/or a collection of	additional data.				
TestParent1 will sign					
Test Parent2 will sign					
Yes No Parent signature obtained and filed in Student's permanent reco	d				
One copy of this form will be retained in the school records and one copy will b	e 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: 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.           If 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.           If we have the first of the student of t					
Parent Signature(s):	D	ate:			
Tom Gerken will sign Tom Gerken signature obtained and field in Student's permanent record Tom or onc of this first will be realised in the school records and one copy will be avented in the school records and one copy will be avented in the school records and one copy will be avented in the school records and one copy will be avented in the school records and one copy will be avented in the school records and one copy will be avented in the school records and one copy will be avented in the school records and one copy will be avented in the school records and one copy will be avented in the school records and one copy will be avented in the school records and one copy will be avented in the school records and one copy will be avented in the school records and one copy will be avented in the school records and one copy will be avented in the school records and one copy will be avented in the school records and one copy will be avented in the school records and one copy will be avented in the school records and one copy will be avented in the school records and one copy will be avented in the school records and one copy will be avented in the school records and one copy will be avented in the school records and one copy will be avented in the school records and one copy will be avented in the school records and one copy will be avented in the school records and one copy will be avented in the school records and one copy will be avented in the school records and one copy will be avented in the school records and one copy will be avented in the school records and one copy will be avented in the school records and one copy will be avented in the school records and one copy will be avented in the school records and one copy will be avented in the school records and one copy will be avented in the school records and one copy will be avented in the school records and one copy will be avented in the school records and one copy will be avented in the school records and one copy will be avented in the school records and					
me copy of this form will be retained in the school records and one copy will be given to the parentis).					

Consent for Evaluation					
Student: Test M Student	School:	Date: 07/31/2023			
The multidisciplinary team proposes to conduct an e	valuation 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.  2 Test Parent:					
Yes No Parent Signature(s):		Date:			
Tom Gerken     will sign     s the parent of Test M Student, Lagree with the multidisciplinary team's proposed evaluation.					
Yes No Parent Şignature(s):		Date:			
Ves No Parent signature obtained and filed in	Student's permanent record				
One copy of this form will be retained in the school r	acords and one conv will be given to the parent(s)				

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:			
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.			
Ves No				
Parent Signature(s):		Date:		
Z Tom Gerken will sign				
As the parent of Test M Student, I agree with the multidisciplinary	team's proposed evaluation.			
Ves No				
Parent Signature(s):		Date:		
Yes No Parent signature obtained and filed in Student's period One conv of this form will be retained in the school records and or	manent record			
one copy or this form will be recalled in the school records and or	te copy min se green to are parend(3).			
Save, Done Editing Save, Continue Editing	Cancel Editing			

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

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

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



Just click **Cancel Editing** to continue:



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:				
Initial Evaluation	Student needs/programming	Other:			
Reevaluation	<ul> <li>Dismissal/exiting</li> </ul>				
The proposed action is based on a review of inform	ation and/or a collection of additional data.				
As the parent of Test M Student, I agree with the m	ultidisciplinary team's proposed evaluation.				
□ Yes□ No					
Parent Signature(s):		Date:			
As the parent of Test M Student, I agree with the m	ultidisciplinary team's proposed evaluation.				
Ves No					
Parent Signature(s):		Date:			
□ Yes □ No Parent signature obtained and filed ir	n 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 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**.

My Home Page	age > Test Student (ND101) > Documents > Draft: Consent for Evaluation (2022-23)		D) Immersive Reader			
Edit This Section	Set Document 🗸	Print V	Navigate To 🗸	More 🗸		
	Status from Draft to Review	v				
	Status from Draft to Final					
	Label/Comment					

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

Set Docume	nt Status: Conse	ent for Evalua	ation for Test Stud	ent (ND101)		
Change statu	us from <u>Draft</u> to	Review 🗸				
Comments (optional)						
Send a Notification Message To	User IDs: 🚨 L	ook up: Staff User	ID My Messaging G	roups		
					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**.

Edit This Section Set Document V Print	✓ Navigate To ✓	More V	
		Submit Document for Digital Signature	
		Spell Check Entire Document	
		Send Message With Document	
		Copy Information from Other Document	
	Conse	Refresh This Section	
Student: Test M Student	School:	Undate Document from Student Profile	7/31/2023
The multidisciplinary team proposes to conduct an evaluation for the follo	wing purposes:	opuace bocament nom stadent nome	
Initial Evaluation	Student needs/programm	Modify Document Year	ther:
Reevaluation	Dismissal/exiting	Inspect Document Values	
		View Past Document	
The proposed action is based on a review of information and/or a collection	on of additional data.	Delete This Document	

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

Signing Preference	Send through email 🗸 🗸					
ciana Bala	Send through email	Free all Addresses			0	
Signer Role	Sign now	Email Address	Language		Opt-out	2
Parent	lest Parent i	thomas.gerken@powerschool.com	English	~		
Parent	Tom Gerken		English	~		

**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 fo	or Digital Signature				×
Signing Preference	Send through email $\sim$				
Signer Role	Signer Name	Email Address	Language		Opt-out 🕚
Parent	Test Parent1	thomas.gerken@powerschool.com	English	~	
Parent	Tom Gerken	thomas.gerken@powerschool.com	English	~	$\checkmark$

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**.

ut

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

ISULTANT (PowerSe	chool - Thomas (	Gerken) on (	08/17/2023 Thu, 1	0:10 AM		
alidate 🕕	Sign Now	Signer Roles	Signer Name	Email Address	Status	Options
	Sign Now	Parent	Test Parent1	thomas.gerken@powerschool.com	Unsigned	
	Sign Now	Parent	Tom Gerken	thomas.gerken@powerschool.com	Unsigned	

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

Full Name	Required	Initia	IS Required
Test Parent	1	ТР	
Font Style	Draw		
Style 1	O Style 2	🔘 Style 3	O Style 4
Signature		Initials	
	Test Parent1		TP
	Authorization		
Signature /			
Signature /	Required	le colli fon als e el esterente ence	
I agree By selecting signature of	Required g Create, I agree that this man r initials whenever I use it.	k will be the electronic rep	resentation of my
J agree By selecting signature of Save sign	Required g Create, I agree that this man r initials whenever I use it. nature for future use	k will be the electronic rep	resentation of my

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

Create Signa	iture	Create	Signature
Full Name Required	Initials (Required)	Full Name Required	Initials (Required)
Test Parent1	ТР	Test Parent1	ТР
Font Style Draw		Font Style Draw	
lick or tap to draw your signature.		Click or tap to draw your signature.	
signature	Initials	Signature	Initials
D <sub>2</sub>		JE	<u> </u>
			Clear Clear
ignature Authorization		Signature Authorization	
I agree travied By selecting Create, I agree that this mark will b signature or initials whenever I use it.	e the electronic representation of my	By selecting Create, I agree that this ma signature or initials whenever I use it.	rk will be the electronic representation of my
Save signature for future use I agree to save this as the digital representation	of my signature for future use.	Save signature for future use I agree to save this as the digital representation	entation of my signature for future use.
	97 (10 Mar) (Mar) (10 Mar) (10 Mar) (10 Mar) (10 Mar)		
	Cancel Create		Cancel Create

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**.

	Create Signatu	ire			
	Full Name Required	Initials Required			
	Test Parent1	ТР			
	Font Style Draw				
	Click or tap to draw your signature.				
	Signature	Initials			
	17				
		citan citan			
	I agree (Require)     By selecting Create, 1 agree that this mark will be th     signature or initials whenever I use it.	e electronic representation of my		Then click <b>Crea</b>	ite
	Save signature for future use Lagree to save this as the digital representation of	my signature for future use.			
		Cancel Create			
	Consent for Eval	uation			
Student: Test M Student	School:	Date: 07/31/2023			
The multidisciplinary team proposes to conduct Initial Evaluation	an evaluation for the following purposes:  Student needs/programming  Directions	Other:			
The proposed action is based on a review of info	prmation 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:			
As the parent of Test M Student, I agree with the	multidisciplinary team's proposed evaluation.				
Parent		Data			
Signature(s):		Date:			
Yes No Parent signature obtained and file	d in Student's permanent record				
			Cancel	Submit	

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 Evalu	ation	
Student: Test M Student	School:	Date: 07/31/202	23
The multidisciplinary team proposes to con-	duct an evaluation for the following purposes:		
Initial Evaluation	Student needs/programming	Other:	
Reevaluation	Dismissal/exiting		
The proposed action is based on a review o	f information and/or a collection of additional data.		Parent that
A <mark>s the parent of T</mark> est M Student, I agree wit	h the multidisciplinary team's proposed evaluation.		signed needs
Yes 🗆 No			
	-		to answer
Signature(s):	~	Date: 8/17/2023	
As the parent of Test M Student, I agree wit	h the multidisciplinary team's proposed evaluation.		
Yes 🗌 No			
Parent		Date:	
Signature(s):			
Yes No Parent signature obtained and	d filed in Student's permanent record		

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

the second state of the state of the second st	
u nave successfully signed this docum	ment. A copy of the signed document
The emailed to you after everyone to	mpietes signing.

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

Validate Identity	i	Sign Now	Signer Roles	Signer Name	Email Address	Status	Primary Signer	Options
$\checkmark$		Signed	Parent	Test Parent1	thomas.gerken@powerschool.com	Complete	Yes	
		Sign Now	Parent	Tom Gerken	thomas.gerken@powerschool.com	Unsigned		•••

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.

Document will be a Ibmitted By: DNSULTANT (Pov	wailable for down verSchool - Tho	load once s mas Gerke	igning is com en) on 08/1	nplete) 7/2023 Thu, 10:10	) AM			
Validate Identity	Sign Now	Signer Roles	Signer Name	Email Address		Status	Primary Signer	Options
$\checkmark$	Signed	Parent	Test Parent1	thomas.gerken	@powerschool.com	Complete	Yes	
<ul> <li></li> </ul>	Sign Now	Parent	Tom Gerken	thomas.gerker	Accept current si Restart digital si	gnatures क् <u>nature re</u>	quest	•••
					Void digital signa	iture reque	est	

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

Inis document has a pendin	g signature request and cannot be edited. Use view Digital Sig	nature Details to review the pending request	
D <sub>2</sub>			
	Consent for Evalu	ation	
tudent: Test M Student	School:	Date: 07/31/2023	
he multidisciplinary team proposes to conduct a	in evaluation for the following purposes:		
Initial Evaluation	Student needs/programming	Other:	
Reevaluation	Dismissal/exiting		
he proposed action is based on a review of info	mation and/or a collection of additional data.		
is 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	
Is the parent of Test M Student, I agree with the	multidisciplinary team's proposed evaluation.		
🗹 Yes 🗆 No			
Parent Signature(s):		Date:	

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	Q 🔄 📑	cation Reporting Admini	<b>}</b> stration
/ly Home Page			
Alert Announcements		^	Quick Access
Subject	From	Date	Search Student: Q type name or ID   Students Recently Worked With
PowerSchool Version SPSM-ND_23.8.1.0	CONSULTANT (PowerSchool - Shubham Sayankar)	Sent: 08/11/2023, Expires: 09/01 Fri	🗊 📋 Student, Test [ND101]
Unread Messages (0)		^	<ul> <li>Templates Recently Worked With</li> <li>Release of Information</li> <li>Consent for Initial Placement in Special Education</li> </ul>
There are no unread messages			X (Other Templates)
			<ul> <li>Administrative Tasks</li> <li>Configure School Year: 2023-24, MP1</li> <li>Manage Digital Signature Documents</li> <li>Access Consultant Notes</li> </ul>

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

D Special P	rograms	Q Search	Curriculum	Communication	Reporting	Administration			0 0
Digital Signatu	re Documents								Options 💌
Student 🗸								0	Needs My Signature
Student	Document			Initiator			Status	Status Date 💌	Options
Test Student	Consent for Eval	uation		ADMIN (C:Tom as S	ecurity Admin	histrator)	Completed	8/17/2023	•••
Test Student	Consent for Eval	uation		CONSULTANT (Pow	erSchool - Th	omas 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.

ograms	Q Search	Curriculum	Communication	Reporting	<b>O</b> Administration			0 0
e Documents								Options 💌
							0	Needs My Signature
Document		1	Initiator			Status	Status Date 👻	Options
Consent for Eva	luation		ADMIN (C:Tom as S	ecurity Admin	nistrator)	Completed	8/17/2023	•••
Consent for Eva	luation		CONSULTANT (Pow	erSchool - Th	omas Gerken)	Sign Now	8/17/2023	
	e Documents  Document  Document  Consent for Eva  Consent for Eva	e Documents  Document  Consent for Evaluation  Consent for Evaluation	egrams Q Currents Consent for Svaluation Consent for Svaluation Consent for Svaluation	Consert for Evaluation     Consert for Evaluation	Decuments         Decuments           Decument         Initiater           Consert for Evaluation         ADMN (CTom as Security Admit Consert for Evaluation           Consert for Evaluation         CONSULTANT (PowerSchool - Th	Decuments         Image: Control/Line         Image: Control/Line         Image: Control/Line         Administration           Documents         Initiater         Consert for Evaluation         Administratory         Consert for Evaluation         ADMIN (CTom as Security Administratory)           Consert for Evaluation         CONSULTANT (PowerSchool - Thomas Gerken)         CONSULTANT (PowerSchool - Thomas Gerken)	Decuments         Initiater         Search         Completed Completed Consert for Evaluation         Dataset           Consert for Evaluation         ADMIN (CTom as Security Administrator)         Completed Completed Consert for Evaluation         Completed Consert for Evaluation         Sign Now	Network         Network <t< td=""></t<>

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.

	ms Q 📮	lum Communication Reporting Administration			0 0
igital Signature Doc	cuments				Options 💌
itudent 🗸				0 N	eeds My Signature
itudent Do	ocument	Initiator	Status	Status Date 👻	Options
fest Student Co	onsent for Evaluation	ADMIN (C:Tom as Security Administrator)	Completed	8/17/2023	•••
fest Student Co	onsent for Evaluation	CONSULTANT (PowerSchool - Thomas Gerken)	Sign Now	Download Attachments	
				Send Signed Document	
				Send Certificate of Comple	tion

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

	Consent for Eva	luation	
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	<ul> <li>Dismissal/exiting</li> </ul>		
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 prop	osed 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 prop	osed evaluation.		
🗹 Yes 🗆 No			
Parent Signature(s): Signed by Tom Gerken		Date:	08/17/2023
Yes U No Parent signature obtained and filed in Student's permanent reco	rd		
One copy of this form will be retained in the school records and one copy will b	be given to the parent(s).		
Save, Done Editine Save, Continue Editing Cancel	Editing		

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

uments for Test Student (ND101)			F	DF
Create New Document: (Select)			Go	
V Documents for 2022/23	Status	Creation Date	Modification Date	Finalization Date
				+
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
$\checkmark$ procedural forms $\square_{0}$				+
Release of Information	Review	08/17/2023 Thu, 08:59 AM	08/17/2023 Thu, 09:00 AM	

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 Evalu	ation	
Student: Test M Student	School:	Date: 07/31/2023	
The multidisciplinary team propos	es to conduct an evaluation for the following p	urposes:	
Initial Evaluation	Student needs/programming	C Other:	
Reevaluation	Dismissal/exiting		
The proposed action is based on a	a review of information and/or a collection of a	dditional data.	
As the parent of Test M Student, I	agree with the multidisciplinary team's propos	ed evaluation.	
Ves No			
Parent Signature(s):	J .	Date: 08/17/2023	
the recent of Test M Chudent I			
As the parent of Test M Student, I	agree with the multidisciplinary team's propos	ed evaluation.	
Ves I No			
-	han	ate: 08/17/2023	

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.

Certificate:	of Completion (C	onsent for Evaluation).pdf				
Submitted B	y:					
Status:	vi (Powerschool	- momas Gerken) on 06/17/2023 1	nu, 10:107	Send signed docum	<u>ient</u>	
Completed	on 08/17/2023 TI	hu, 10:15 AM		Send certificate of	completion	
Signer Roles	Signer Name	Email Address	Status	Edit the signer's re	sponse	
Parent	Test Parent1	thomas.gerken@powerschool.com	Signed on AM	08/17/2023 Thu, 10:11	Yes	(
Parent	Tom Gerken	thomas.gerken@powerschool.com	Signed on	08/17/2023 Thu, 10:15		[