Digital Signature
Consent for Evaluation

Fill in the required fields:

Start with the date:

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

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.

Check to ensure the names are correct, and then check one or both to sign.
Once you have checked one or both to sign, you are going to click **Save, Done Editing.**

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

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:

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**.

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**.

**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**.
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**.

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

It will open up a new tab. Parents/guardians can select the style of the font they want their signature.
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.
Once you submit it will prompt that signing is complete and you can **Close** that window:

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

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.

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

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

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

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 is how the completes **Consent for Evaluation** form will look when finished
Once everyone has signed it will automatically put the form in a PDF form.

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.

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

<table>
<thead>
<tr>
<th>Signer Roles</th>
<th>Signer Name</th>
<th>Email Address</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent</td>
<td>Test Parent</td>
<td><a href="mailto:thomas.gerken@powerschool.com">thomas.gerken@powerschool.com</a></td>
<td>Signed on 08/17/2023 Thu, 10:11 AM</td>
</tr>
<tr>
<td>Parent</td>
<td>Tom Gerken</td>
<td><a href="mailto:thomas.gerken@powerschool.com">thomas.gerken@powerschool.com</a></td>
<td>Signed on 08/17/2023 Thu, 10:15 AM</td>
</tr>
</tbody>
</table>

**Signature Request Options**

- Send signed document
- Send certificate of completion
- Edit the signer's response

**Close**