

Important Update from the Office of Special Education: Electronic Signature Options

We've recently launched a new feature in Synergy, the system APS uses to manage special education documents. This new feature introduces the *option* to use electronic signatures, which can make things easier for parents and school staff. Your special education team is not required to seek electronic signatures for participation or consent, nor are you required to provide an electronic signature.

1. What is the Electronic Signature Option?

You now have the *option* to sign certain special education documents electronically. This means you can use your computer or phone to sign instead of using pen and paper. But, it's entirely up to you if you want to use this feature or stick to the traditional way of signing documents.

2. When Can You Use Electronic Signatures?

Electronic signatures may only be used when you have been informed of your options for providing your signature, and you choose to use the electronic signature feature. Electronic signatures are now available for:

- Virtual Individualized Education Program (IEP) Meeting Participation
- IEP Consent
- [Medicaid Consent](#)

3. How Does it Work?

Participation Signatures

If the IEP meeting is held in person, everyone will be asked to acknowledge their participation in the meeting by signing a paper copy to document their attendance. If the IEP meeting is online, you'll be asked if you want to sign electronically or with a written signature on a paper copy. It's your choice, and you decide how you want to do it.

Consent Signatures

If you opt to provide an electronic signature, you'll receive a ParentVUE notification with a link to review the document PDF and provide your signature. **Note: You must activate your Parent VUE account to use the electronic signature feature. ([You can use this link to learn more about Parent VUE and watch a short video tutorial](#)).**

4. What if I am not ready to sign, or disagree with the IEP?

If you are not ready to sign the IEP, that is ok. Just let your case carrier or Student Support Coordinator know. Once you are ready to provide your consent, let your case carrier know whether you prefer to provide your consent signature on paper or electronically.

5. What if I need documents translated?

If you need documents translated, let your case carrier or Student Support Coordinator know, and they will submit the documents for translation. An electronic consent signature request will **not** be generated before documents are translated.

6. What if I receive an electronic signature request by mistake, or if I decide I need more time to sign?

Contact your case carrier or Student Support Coordinator to recall the signature request. (NOTE: *If you are using the ParentVUE app, you will be able to navigate ParentVUE if a signature request has been issued. However, if you are accessing ParentVUE via a browser, you will need to switch to the app to access ParentVUE features until the signature request has been recalled.*)

7. What if Electronic Signatures Don't Work?

If there are any issues with the electronic signature feature during the meeting, or you can't access it, we'll make sure you can sign with a pen and paper.

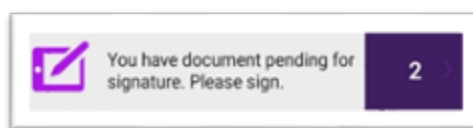
Need Help?

If you have any questions about this or need help, you can reach out to your case carrier or Student Support Coordinator.

Here are some visuals to help you navigate electronic signatures through the ParentVUE app or your web browser.

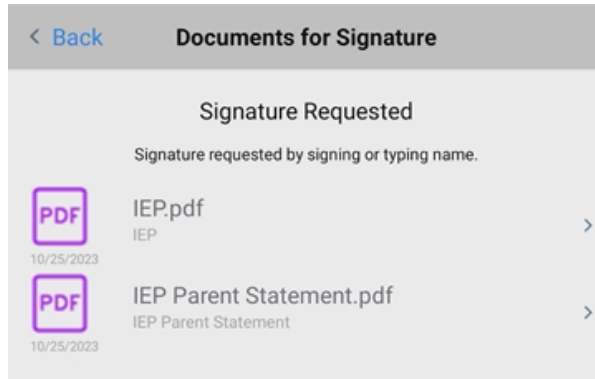
Electronic Signature Request ParentVUE via app

When accessing ParentVUE via a mobile app, a notification appears indicating that a signature is requested. Since this is a notification, you can still access all the features of ParentVUE.



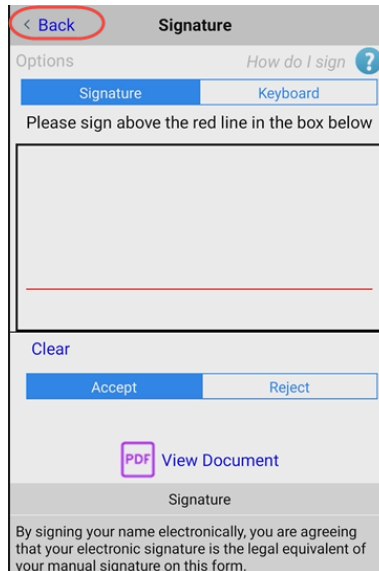
IEP Parent Participation and Consent

1. Click on IEP.pdf and/or IEP Parent Statement.pdf



2. Accept or Reject
3. Sign on red line OR
4. Select Keyboard and type name on red line.

If signature is not provided, then the parent can click [Back](#) to return to ParentVUE to access other features of the app.



Note: When accessing ParentVUE via a browser on a mobile device, use the scroll bar at the bottom of the window to navigate left/right to ensure that all information is viewed.

When accessing ParentVUE via a browser, either on a computer or on a mobile device, a pop-up window appears. You are not required to provide an electronic signature in order to access ParentVUE.

Electronic Signature Request ParentVUE via browser (computer or mobile device)

Note: Ignore “Please click the PDF link to sign.” The PDF is provided for parent review if a paper copy or PDF was not already provided. It is not required to review the PDF in order to provide an electronic signature.

IEP Parent Participation

1. Accept
2. Sign
 - a. Sign with stylus or finger on touch screenOR
 - b. Type name with keyboard
3. Submit

A link to a PDF of the IEP is provided (English).



Enter Signature: Signature Requested

~~Please click the PDF link to sign.~~

- IEP.pdf clear

1 Accept

2 A Signature _____

2 B Type Signature

This electronic signature indicates participation (staff, parent/guardian, etc.) and/or parent consent status (agree or disagree).

3 Submit

IEP Parent Consent

1. Accept or Reject (agree or disagree); both options are provided
2. Sign
 - a. Sign with stylus or finger on touch screen

OR

- b. Type name with keyboard
3. Submit

A link to a PDF of the IEP is provided (English).

Signature Requested

~~Please click the PDF link to sign.~~

1 IEP Parent Statement.pdf
IEP Parent Statement

Accept Reject

A Signature _____

B Type Signature Instead

This electronic signature indicates participation (staff, parent/guardian, etc.) and/or parent consent status (agree or disagree).

3 Submit

IEP Parent Participation and Consent

Provides an option to sign electronically for participation and consent.

Note: *If only one request is recalled, the other request will remain.*

Document Review

The screenshot displays a web interface titled "Signature Requested" with a yellow header. Below the header is a light blue bar with a globe icon and the text "Please click the PDF link to sign." Below this is a white form area. On the left, there are two document review sections, each with a red border. The first section is for "IEP.pdf" and "IEP", with an "Accept" button. The second section is for "IEP Parent Statement.pdf" and "IEP Parent Statement", with "Accept" and "Reject" buttons. To the right of these sections is a "clear" link. Below the document sections is a "Signature" field with a horizontal line and a "Type Signature Instead" label. At the bottom of the form is a "Submit" button. A note at the bottom of the form reads: "This electronic signature indicates participation (staff, parent/guardian, etc.) and/or parent consent status (agree or disagree)."

Note: *When accessing ParentVUE via a browser on a mobile device, use the scroll bar at the bottom of the window to navigate left/right to ensure that all information is viewed.*