

Grafton Public Schools
Special Education Department
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The E-Signature Process for Special Education/504 Documentation: Parent/Guardian Guide

Grafton Public Schools has moved to electronic signature for IEP and 504 Documentation.

Should you choose to opt out of signing your student's disability related documents electronically please fill out this form by Sept 30, 2023:

[Parent/Guardian OPT OUT of E-Signature](#)

If you have not filled out the OPT OUT form you will receive all documents for signature electronically. This can be accessed by any computer or smartphone. Please follow the steps below in completing your electronic signature.

Step 1: Team Meeting Process

- a. Your Special Education or 504 Team will hold a meeting or have a discussion with you resulting in a proposal for signature.
- b. The following documents will be eligible for E-Signature through Powerschool:
IEP/Amendment, Placement, Evaluation Consent Form/Extended Evaluations, Medicaid Forms, 688 Referral, Manifestation Determination, Assessment Waiver, and/or 504 documentation.

Step 2: Email prompt for signature

- a. Once the team has completed the necessary documentation you will receive an email to prompt for signature.
- b. Emails will come from "donotreply@specialeducation.powerschool.com". Please be sure to set your email settings to allow for these emails in your inbox.
- c. The Email will be labeled with "Please e-sign this [Document Title]" (i.e. "Please e-sign this IEP Amendment).

Step 3: Sign the provided Document

- a. Within the body of the email you will find a blue button that reads "Sign Document". Click this button to sign your document
- b. You will be directed to the PowerSchool website and prompted to "Create Signature". Be sure your name and initials are correct and choose the style of signature you would like.

You must click the box labeled "I agree". (This will agree that the signature generated represents your signature). You also have the option to save this signature for later. Click the blue box "Create".

- c. Your document will then come onto the screen. Click the blue box "Start". Begin reading. You will move to the next page by clicking the blue box "Next" at the bottom of the document.
- d. Once you have arrived to a page requiring a signature, you will see a red box around any checkboxes required as well as a red button labeled "sign". The date will automatically be generated next to your signature.
- e. Once you have signed all required sections you will be prompted to acknowledge that you have read the document with a check box. Check the box and click the blue box labeled "Submit"
- f. You will receive a notification on the screen that labeled "Signing Completed"
- g. You may exit the site at this time

Step 4: Email with Signed Document

- a. Once you have signed the document you will automatically receive an email from "donotreply@specialeducation.powerschool.com" Labeled "PowerSchool Special Programs Signing Completed - [Document Title].
- b. Within the body of the email you will see in blue a link to the document labeled "View Signed Document". When you click on this link it will bring you to the Document through the PowerSchool website.

Reminder about Progress Reporting Process:

Please see this link to the instructions on viewing your student's report cards and special education progress reports: [Accessing Progress Reports and Report Cards](#)