



Guidance and Procedure Document

Guidance and Technical Assistance on Signatures

The following guidance is from [IDEA](#), [MARSE](#), [Medicaid Provider Manual](#), and legal advice. Signatures are required when giving consent ([§ 300.300 Parental consent](#) pg. 49) or offering [notice](#) (required when an activity relates to identification, evaluation ([§ 300.311b](#)), educational placement, and provision of FAPE).

When is a signature required?

- Parent/Guardian signatures are required:
 - To give consent to complete an evaluation, to provide release of information,
 - To begin the implementation of an Initial IEP,
 - To begin the implementation of an initial 504 plan,
 - Physician's Relevant findings,
 - To consent to invite an outside agency, and
 - To agree to an extension of the evaluation timeline.
- District representative (or designee) signatures are required when providing notice of the following:
 - Offer of FAPE (all IEPs, amendments, and 504s)
 - Any notice (including those on REEDs and independent PWNs).
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- The SLD MET Cover Page must be signed by a qualified evaluator and a general education teacher at a minimum. ([MARSE R 300.1713](#) pg. 37, ([IDEA 300.311](#)))
- [Qualified Provider Form](#), a medically qualified individual must sign indicating that they have reviewed the POC and that the planned intervention(s) are appropriate for the student's diagnosis and needs.

When is a signature not required?

- REEDs, when no additional data is needed, a parent's signature is not required. Consent to complete an evaluation is not being requested. A district representative (or designee) signature is required for offering the plan.
- MET Reports do not require signatures. However, if the PCG REED and MET Process are not being used, it is legally recommended the report be signed. This helps to clarify that it is a 'final' report.
- MET Cover Pages (eligibility forms) do not need signatures, except the SLD MET Cover Page.
- MET Report/Cover page (this is one document in EdPlan). Aside from SLD, it is not legally necessary to sign MET Reports/Cover pages. Since they are time-stamped, it is easy to distinguish a final report. It is recommended that teams be consistent in their approach. For example, if the team decides to sign reports/cover pages, they should sign all paperwork.
- Page two of the IEP is an attendance page; attendees do not need to sign in. The following are acceptable methods of documenting IEP participation:
 - Check the box below the pre-populated name indicating how the team member participated.
 - Write in the name of the team member on the attendance page.

Options for getting parent/guardian written consent: Physical or electronic signatures are both valid ways of getting a signature for consent

1. US Mail
 - a. Send a stamped self-addressed envelope.
 - b. Have the parent sign and take a photo and text or email the photograph.
2. Electronic Signature must have a timestamp or verification page.
3. What if I still can't get consent? This depends on the situation. Check with your supervisor.

Electronic and Digital Signature 'How To'

*Access the pdf guidance document by clicking the link. Video tutorials are available to watch under each category.

- [Setting up your Self-Signed Digital ID:](#)
 - o [Video](#)
- [How to Sign a Document Using Your Digital Signature:](#)
 - o [Video](#)
- [How to Send an Adobe Document to Receive a Signature:](#)
 - o [Video](#)
- [How to Sign a Document Using Adobe:](#)
 - o [Video](#)
- [What to do if you receive an Adobe Document to Sign:](#)
 - o [Video](#)