

## IEP Writer E-Signature

- When you click the finalize button on a document that is available for e-signature, this box below will open.

Name	Email	Edit
Pan, Peter		
Pan, Paul	zolab2@yahoo.com	
Caputo, Bridget	caputob@hasdk12.org	
Daniell Lagana	laganad@hasdk12.org	

Continue Cancel

\*If there is a person on the list that does not have an email address listed under Email, please click on the edit button (pencil/paper icon) and add the email address.

- After you click continue, that document will be sent to every email that was listed. The email will be sent from [webserver@iepwriter.com](mailto:webserver@iepwriter.com) and will look like what is pasted below.

### Esign IEP for Student



webserver@iepwriter.com

Mon 2/22/2021 12:11 PM

To: Bridget Caputo



**CAUTION:** This email originated from outside of the Hazleton Area School District. Do not click links or open attachments unless you recognize the sender and are sure the content is safe.

An IEP for a meeting you recently attended for a student with the following initials, P.P., has been finalized.

Please use the link below to electronically sign this IEP.

You will be asked to enter the email address this message was sent to for validation.

[https://www.iepwriter.com/esignpa/index.aspx?](https://www.iepwriter.com/esignpa/index.aspx?q=keZsMA8ffye4ntXhJ6OMd8I5cULJtRpXIAi%2bchzM9nc%3d)

[q=keZsMA8ffye4ntXhJ6OMd8I5cULJtRpXIAi%2bchzM9nc%3d](https://www.iepwriter.com/esignpa/index.aspx?q=keZsMA8ffye4ntXhJ6OMd8I5cULJtRpXIAi%2bchzM9nc%3d)

If the above URL does not appear as a link, please copy and paste it into your browser to go to the electronic signature site

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This is an automated message.

- When you click the link or copy/paste the link, that will bring you will to the E-Signature verification page. The person will have to enter their email address in order to move on.



### E-Signature Verification

In order to E-Sign IEP documents, you must first enter your email in which you received the link to this page.

Please enter the email the notice was sent to:

- After the email is entered and the submit button is clicked, the person will be able to E-Sign the document. They will also be able to check any box that is necessary on specific forms.



### E-Sign your IEP

Per PDE General Counsel, the use of electronic signatures for an IEP is allowed. This site is for you to electronically sign the IEP linked below on this page.

By electronically signing the IEP you are certifying the following:

- You are the person associated with the signature line on the IEP;
- You will not share the signature link with anyone else;
- You agree by using this site to follow these rules and that this is your signature for the IEP and no other signature is required.

For parents / guardians, by signing this IEP you are also indicating that you have received a copy of the Procedural Safeguards Notice during this school year.

[Click here to review the Student's IEP](#)

**Checking this checkbox will act as an electronic signature**