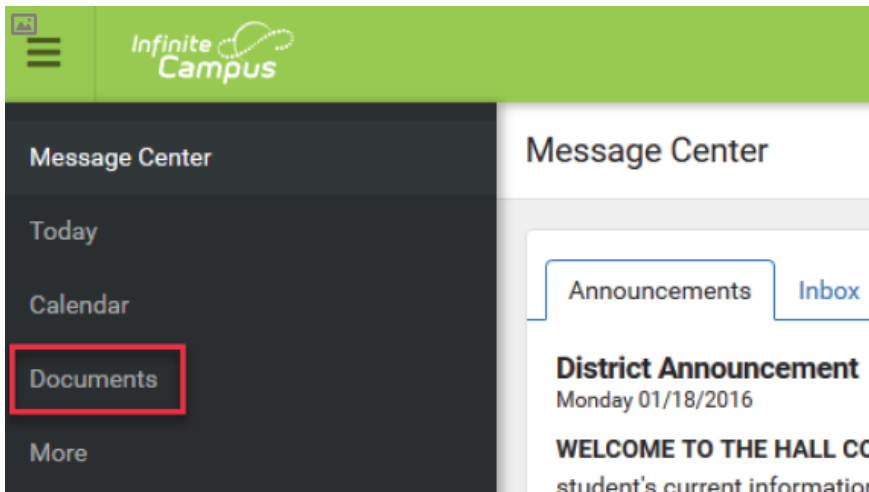


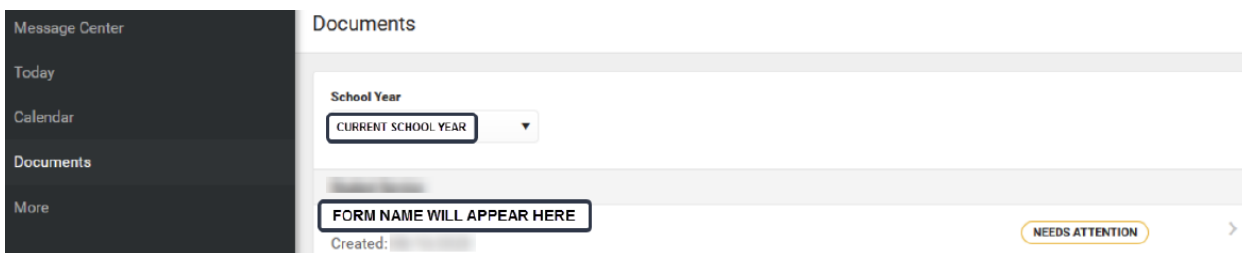
PORTAL E-SIGNATURE INSTRUCTIONS

**** Parents must sign into their Parent Portal on a computer before using the Parent Portal app****

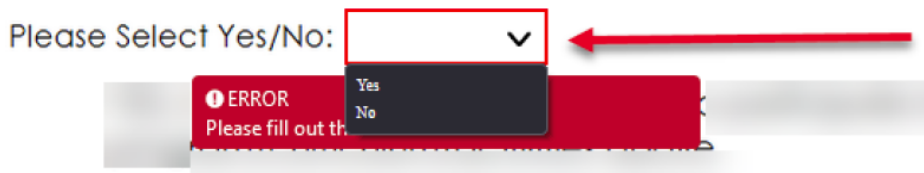
When logged into Portal, click Documents:



Select the document you would like to sign:



Read and review document. If the document has a required field that needs to be answered, be sure to select your answer first. If the document does not require a field to be answered, skip to the next step.



At the bottom you will find a 'Signature Page', click the red page with pen icon:

Signature Page, page 1 of 1

STUDENT NAME _____

FORM NAME WILL APPEAR HERE _____

This electronic signature, for all purposes of legal documents, is the same as a pen-and-paper signature or initial.

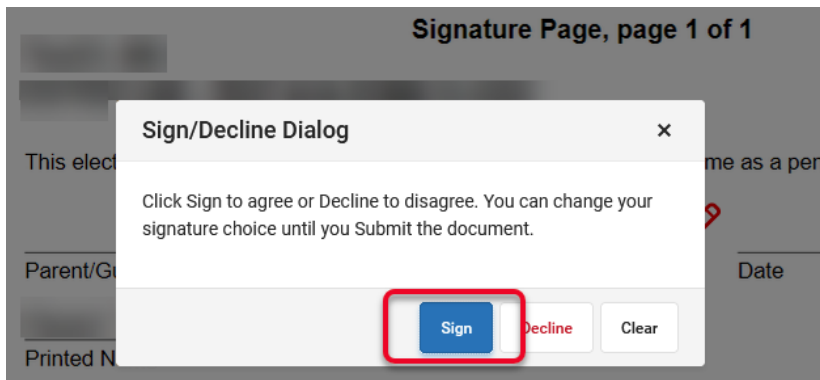


Parent/Guardian Signature _____ Date _____

PARENT NAME _____

Printed Name

Click 'Sign' if you accept the form and 'Decline' if you decline. You can clear your selection if you make a mistake.



If signed, your signature and date will appear. If declined, you will see 'DECLINED' on the signature line. 'Click Submit' after making your selection *Note - once a form has been submitted no edits can be made:

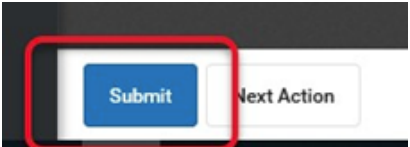
Signature Page, page 1 of 1

STUDENT NAME
FORM NAME WILL APPEAR HERE

This electronic signature, for all purposes of legal documents, is the same as a pen-and-paper signature or initial.

PARENT SIGNATURE _____ DATE SIGNED _____
Parent/Guardian Signature Date

PARENT NAME _____
Printed Name



The Documents tab will reappear and show that you have signed the document:

Documents

School Year
CURRENT SCHOOL YEAR

Portal
FORM NAME WILL APPEAR HERE

Created: Submitted: SIGNED & PENDING

Repeat these steps for all forms that require a signature.

If you have multiple children, you can toggle between them in the upper right hand corner and select their name.

