

Welcome to the Special Programs PowerSchool PowerUp!



March 14, 2023

Today's Agenda

- **Welcome and Overview**
- **Digital Signature**
 - What is it?
 - Digital Signature: Admin
 - Digital Signature: Staff
 - Digital Signature: Parent/Guardians
 - Digital Signature: Management
- **Next Meeting Information**



Meet the Team

Robyn Skidmore

Education Impact Consultant II

- Retired educator - 26 years
 - Special Educator
 - Reading Specialist
- PowerSchool – 4 years
- Special Programs – 6 years



Special Programs Support



- Our Support Team is on the call to assist with technical questions.
- Please submit your questions into the Q&A during presentation.

Digital Signature

Digital Signature: What is it?

- Streamlines process for collecting signatures
- Legally compliant; natively built into Special Programs
- Ease the burden of manually obtaining required signatures
- Flexible signature workflows
- Save time without relying on manual processes
- Convenient for staff
- Improved accessibility for Parents
- Reportable fields



Digital Signature: Admin User

Admin Set Up Configuration

Administration > Configuration > Digital Signature Settings

- Enable Digital Signature
- Document Delivery Options
- Default Routing Order
- PDF Creation Options
- Staff/Email Address Field
- Notify Staff when a Signed Document is modified
- Digital Signature Ready Document Templates
- Disable Digital Signature for Staff Users

How-to: Configure Digital Signature

Administration > Configuration > Settings > Digital Signature Settings



Special Programs

Search Curriculum Assessment Communication Reporting Administration

Configuration

Settings Curricula Integration Config Tasks Profile Types Keyword Tables Document Templates Workflow Case Types

School Year Settings Time Zone Settings Messaging Settings Calendar Settings Digital Signature Settings

Digital Signature Settings (for Pennsy Sandbox)

Digital Signature Enabled **Yes**

Document Delivery Options

- ☐ Send a completion email with the document link
- ☒ Send attachments in completion email
- ☐ Send an email with the 'Certificate of Completion'

Default Routing Order **Send to staff first, then to non-staff**

PDF Creation Options **Separate PDFs for each non-staff signer when**

Staff Email Address Field **Work Email**

Notify staff when a signed document is modified ☒

Digital Signature Ready Document Templates

Template Name	
Gifted	
Gifted Individualized Education Plan (GIEP)	<input checked="" type="checkbox"/>
Invitation to Participate in a Gifted Team Meeting	<input type="checkbox"/>
Notice of Intent to Reevaluate	<input type="checkbox"/>
Notice of Recommended Assignment (NORA)	<input type="checkbox"/>
Permission to Evaluate	<input type="checkbox"/>
Other	
School Age	
Section 504	

Save Settings

Knowledge is Power

If the document template is not listed, the document cannot be sent via Digital Signature.

How-to: Configure Document Template

Administration > Configuration > Document Templates > Select Document > More > Configure eSignature



Special Programs

Document Templates > School Age IEP > Configure eSignature

Edit eSignature Properties

Configure eSignature: School Age IEP

Language: English

eSignature Email

Subject (Optional): Please review and e-sign this School Age IEP document

Blurb (Optional): EMPTY

Days Until Expiration

eSignature Options: Allow Submit Review Document

Staff Signer Fields: giftedLookup, IEPTeam_Teacher, IEPTeam_Teacher2, OtherTextLookup, OtherTextLookup2, OtherTextLookup3, OtherTextLookup4, Sign_LocalEdAgency1, Sign_TechEdRep1

Other Signer Roles

Role ID	Role Caption	Source	Name Expression	Email Address Expression
Parent1Sign	Parent/Guardian	Document	IF(SupportDocuSign AND Profile.Parent1ReceivesLetters AND Parent1Name IS NOT EMPTY,Parent1Name)	IF(SupportDocuSign AND Profile.Parent1ReceivesLetters AND Parent1Name IS NOT EMPTY,Parent1Email)
Parent2Sign	Parent/Guardian	Document	IF(SupportDocuSign AND Profile.Parent2ReceivesLetters AND Parent2Name IS NOT EMPTY,Parent2Name)	IF(SupportDocuSign AND Profile.Parent2ReceivesLetters AND Parent2Name IS NOT EMPTY,Parent2Email)
Parent3Sign	Parent/Guardian	Document	IF(SupportDocuSign AND Profile.Contact3ReceivesLetters AND Contact3FN IS NOT EMPTY,Contact3FN+" "+Contact3LN)	IF(SupportDocuSign AND Profile.Contact3ReceivesLetters AND Contact3FN IS NOT EMPTY,Contact3Email)
Parent4Sign	Parent/Guardian	Document	IF(SupportDocuSign AND Profile.Contact4ReceivesLetters AND Contact4FN IS NOT EMPTY,Contact4FN+" "+Contact4LN)	IF(SupportDocuSign AND Profile.Contact4ReceivesLetters AND Contact4FN IS NOT EMPTY,Contact4Email)

Special Programs

Document Templates > School Age IEP > Configure eSignature

Edit eSignature Properties

Configure eSignature: School Age IEP

Language: English

eSignature Email

Subject (Optional): Please review and e-sign this School Age IEP document

Blurb (Optional): EMPTY

Days Until Expiration

eSignature Options: Allow Submit Review Document

Staff Signer Fields: giftedLookup, IEPTeam_Teacher, IEPTeam_Teacher2, OtherTextLookup, OtherTextLookup2, OtherTextLookup3, OtherTextLookup4, Sign_LocalEdAgency1, Sign_TechEdRep1

Other Signer Roles

Role ID	Role Caption	Source	Name Expression	Email Address Expression
Parent1Sign	Parent/Guardian	Document	IF(SupportDocuSign AND Profile.Parent1ReceivesLetters AND Parent1Name IS NOT EMPTY,Parent1Name)	IF(SupportDocuSign AND Profile.Parent1ReceivesLetters AND Parent1Name IS NOT EMPTY,Parent1Email)
Parent2Sign	Parent/Guardian	Document	IF(SupportDocuSign AND Profile.Parent2ReceivesLetters AND Parent2Name IS NOT EMPTY,Parent2Name)	IF(SupportDocuSign AND Profile.Parent2ReceivesLetters AND Parent2Name IS NOT EMPTY,Parent2Email)
Parent3Sign	Parent/Guardian	Document	IF(SupportDocuSign AND Profile.Contact3ReceivesLetters AND Contact3FN IS NOT EMPTY,Contact3FN+" "+Contact3LN)	IF(SupportDocuSign AND Profile.Contact3ReceivesLetters AND Contact3FN IS NOT EMPTY,Contact3Email)
Parent4Sign	Parent/Guardian	Document	IF(SupportDocuSign AND Profile.Contact4ReceivesLetters AND Contact4FN IS NOT EMPTY,Contact4FN+" "+Contact4LN)	IF(SupportDocuSign AND Profile.Contact4ReceivesLetters AND Contact4FN IS NOT EMPTY,Contact4Email)

Edit Digital Signature Properties: School Age IEP

(Boilerplate email blurb to be received by signers.
Example: Please review and e-sign this School Age IEP document.)

Default Value:

Email Blurb (Optional)

Override Default Value?

Digital Signature Options

Allow Submit Review Document

Default: On

Override Default? ☐ On ☒ Off

Accept Cancel

Knowledge is Power

If you do not enter a Subject or Email Blurb, Special Programs sends the default email for signature requests.

Digital Signature: Staff Users

Staff Signers

- **Before submitting for Signature:**
 - Select Sign Now or Sign through Email
 - Select Routing Order for signers
 - Select Opt-out
 - Select Language depending on the document language translations.
- **During Signing Process:**
 - Accept current signatures
 - Restart Digital Signature request
 - Void Digital Signature request (if all signers have not already signed)
 - Can change to Sign Now during signing process
 - Refresh
- **After Signing:**
 - Save as Primary Signer
 - Edit signer's response
 - Send certificate of completion
 - Send signed document
 - Restart Digital Signature Process
 - Refresh
 - If parent opts-out of electronic signature, signer's response can be entered, Must provide reason.
 - If signer declines to sign, staff can view reason for declining to sign and edit the signer's response.

How-To: Add Signers to Document



- Documents must be configured to use Digital Signature before adding or submitting signature requests.
- In the document, verify default signers are correct.
- To add a new signature line, click **Add (+ icon)** or click in first empty signature field.
- If a signer fulfills multiple roles, create signature fields for these signers by role. Each role will have a separate entry when submitting for Digital Signature. However, the signer will receive only one email request, which will be displayed once in Digital Signature Details.

Knowledge is Power

Signers who will receive the document for signing are established during document creation in the signers' section. ALWAYS VERIFY FOR ACCURACY.

How-To: Submit Document for Signature

Email Request: Sign via email link

Sign Now: All Signers in the same room

Send Document for Digital Signature

Signing Preference: **Send through email**

Signer Role	Signer Name	Email Address	Language	Opt-out
IEPTeam Teacher	Taylor Roberts	sptrainer001@gmail.com	English	<input type="checkbox"/>
IEPTeam Teacher2	Robyn Skidmore	sptrain@gmail.com	English	<input type="checkbox"/>

Digital Signature Details

Document:
(Document will be available for download once signing is complete)

Submitted By:
ADMIN (C:Robyn as Security Administrator) on 03/10/2023 Fri, 10:29 AM

Status:
Processing

Digital Signature Details

Document:
(Document will be available for download once signing is complete)

Submitted By:
ADMIN (C:Robyn as Security Administrator) on 03/10/2023 Fri, 10:29 AM

Status:
Processing

Signer Roles	Signer Name	Email Address
IEPTeam Teacher	Taylor Roberts	sptrainer001@gmail.com
IEPTeam Teacher2	Robyn Skidmore	sptrain@gmail.com

Accept current signatures
Restart digital signature request
Void digital signature request
Sign now
Refresh

Signature Request Options Close

Digital Signature Details

Document:
(Document will be available for download once signing is complete)

Submitted By:
ADMIN (C:Robyn as Security Administrator) on 03/10/2023 Fri, 10:29 AM

Validate Identity	Sign Now	Signer Roles	Signer Name	Email Address	Status	Options
<input checked="" type="checkbox"/>	Sign Now	IEPTeam Teacher	Taylor Roberts	sptrainer001@gmail.com	Unsigned	
<input type="checkbox"/>	Sign Now	IEPTeam Teacher2	Robyn Skidmore	sptrain@gmail.com	Unsigned	

Digital Signature Details

Document:
(Document will be available for download once signing is complete)

Submitted By:
ADMIN (C:Robyn as Security Administrator) on 03/10/2023 Fri, 10:29 AM

Validate Identity	Sign Now	Signer Roles	Signer Name	Email Address	Status	Options
<input checked="" type="checkbox"/>	Sign Now	IEPTeam Teacher	Taylor Roberts	sptrainer001@gmail.com	Unsigned	
<input type="checkbox"/>	Sign Now	IEPTeam Teacher2	Robyn Skidmore	sptrain@gmail.com	Unsigned	

Accept current signatures
Restart digital signature request
Void digital signature request
Refresh

Signature Request Options Close

Manual or Guided Signing

Positive Behavior Support Plan

Lisa Mitchell

Team Signatures

Assessment Summary

Goals and Objectives

Program Modifications

Services

Progress Report

Progress Report

Student's Name: Jamison Mitchell

V. GOALS AND OBJECTIVES

Use as many copies of this page as needed to plan appropriately. Specially designed instruction may be listed with each goal/objective and/or listed in Section VI.

MEASURABLE ANNUAL GOAL Include: Condition, Name, Behavior, and Criteria (Refer to Annotated IEP for description of these components)	Describe HOW the student's progress toward meeting this goal will be measured	Describe WHEN periodic reports on progress will be provided to parents	Re
Additional Details/Comments (optional):			

Guided Signing

Quickly sign the document in a guided mode to complete all signatures

Manual Signing

Scroll through the document manually to complete all signatures

Previous

☐ I acknowledge that I have read this document 'Positive Behavior Support Plan'

Cancel

Submit

Digital Signature: Parent/Guardian Signers

Parent/Guardian Signers

- Sign through Email or in-person with Sign Now
- Create a signature.
- Chose to Sign Later, Request to Sign in Person or Decline to Sign Document.
- Generate a new link if the existing link is expired.





How-To: Signing the Document

Step 1: Create the Signature

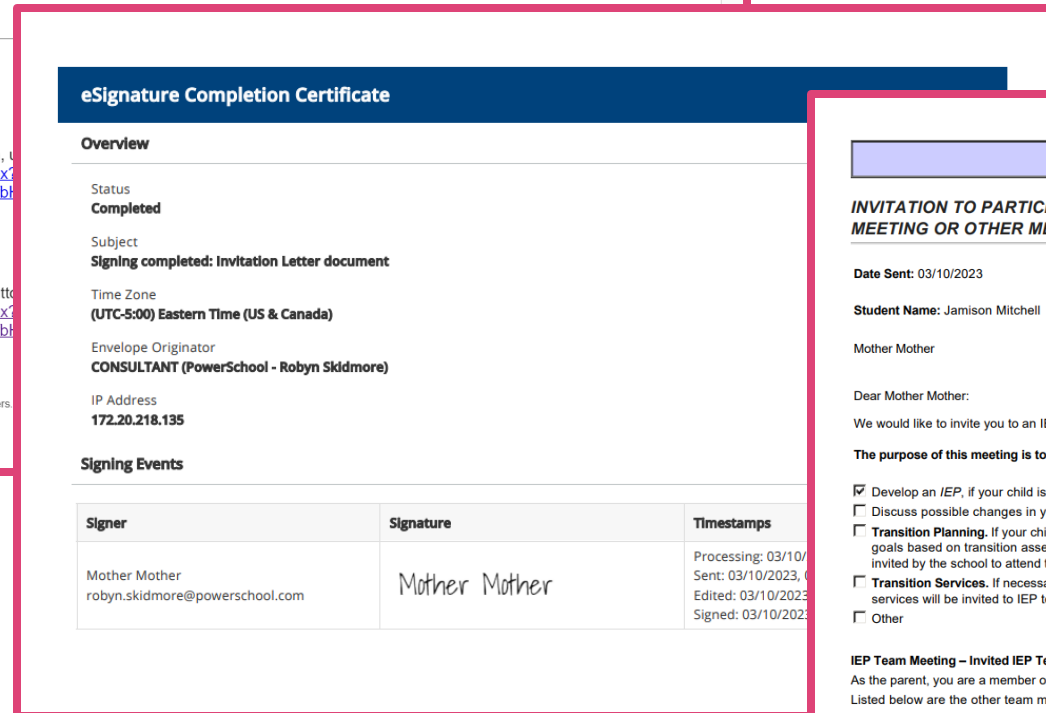
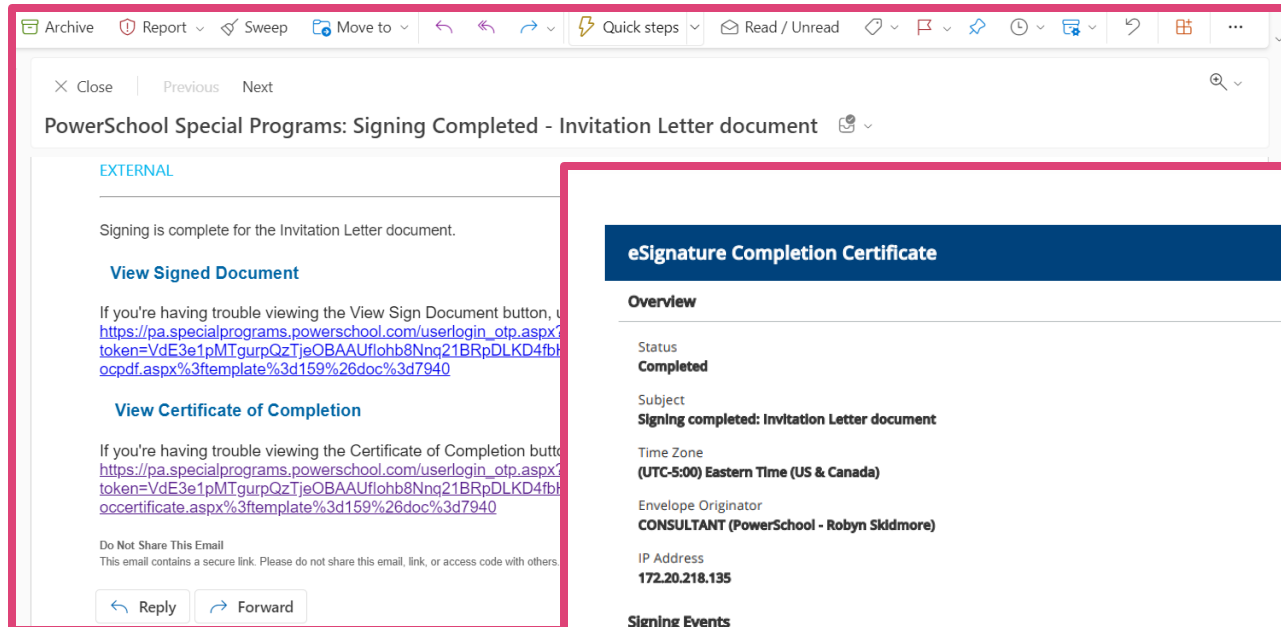
- This is not signing the document; only creation of signature used for document signing.
- Create a **New signature** or **Use a saved signature**.
- Previously saved signatures can be edited.

Step 2: Chose Signing Experience

- Manual or Guided Signing

The image displays three overlapping screenshots of the PowerSchool signing interface. The top-left screenshot shows the 'Create Signature' window, which includes fields for 'Full Name' (Mother Mother) and 'Initials' (MM), and options for 'Font Style' (Style 1, Style 2, Style 3, Style 4) and 'Draw'. The top-right screenshot shows a document titled 'Invitation To IEP' with a 'Guided Signing' overlay that says 'Quickly sign the document in a guided mode to complete all signatures'. The bottom-right screenshot shows a document titled 'Parental Consent to Excuse' with a 'Manual Signing' overlay that says 'Scroll through the document manually to complete all signatures'. The bottom-left screenshot shows a document titled 'Invitation Letter' with a 'Sign Here' button and a 'Sign' button.

How-To: After Signing is Complete



Bethel Park SD

INVITATION TO PARTICIPATE IN THE INDIVIDUALIZED EDUCATION PROGRAM (IEP) TEAM MEETING OR OTHER MEETING

Date Sent: 03/10/2023 **School Age**

Student Name: Jamison Mitchell **For LEA Use Only**
Date of Receipt of Parental Response to Invitation:

Mother Mother

Dear Mother Mother:

We would like to invite you to an IEP team meeting to talk about special education programs and services for your child.

The purpose of this meeting is to: (Check all that apply)

☒ Develop an IEP, if your child is eligible, or continues to be eligible, for special education and related services.
☐ Discuss possible changes in your's child current IEP and revise it as needed.
☐ **Transition Planning.** If your child will be at least 14 years old during the duration of this IEP, the IEP team will develop postsecondary goals based on transition assessments and transition services to promote movement from school to post school activities. Your child invited by the school to attend this meeting and is included in the list of invited IEP team members listed below.
☐ **Transition Services.** If necessary, and with your consent, staff from other public agencies that may be providing or paying for transition services will be invited to IEP team meeting. We are inviting representative(s) from the agency or agencies as listed:
☐ Other

IEP Team Meeting – Invited IEP Team Members

As the parent, you are a member of your child's IEP team, and we, the Local Education Agency (LEA) want you to attend the IEP meeting. Listed below are the other team members, including your child, if 14 years or older, that we are inviting. In addition, you may bring other people to the IEP Team meeting who have knowledge or expertise regarding your child. If you have any questions or comments about this, please contact the LEA as soon as possible.

Role	Name	Role	Name
LEA Representative		Child*	
Special Ed. Teacher	Robyn Skidmore	Community Agency Rep.**	
Regular Ed. Teacher		Career/Tech Ed. Rep.**	

Digital Signature: Management

Digital Signature Details

Select Student > Open Document > More > View Digital Signature Details

During Signing

- Check signers/signature status.
- Restart Signature Request.
- Accept with Pending or Current Signatures.
- Edit a Signer's Response.
- Void a Signer's Request if all signer's have NOT signed the document.
- Send Signed Document and Certificate of Completion.
- Sign Now
- Refresh

After Signing

- Save as Primary Signer.
- Edit signer's response.
- Send certificate of completion.
- Send signed document.
- Restart Digital Signature Process.
- Refresh
- If parent opts-out of electronic signature, signer's response can be entered, Must provide reason.
- If signer declines to sign, staff can view reason for declining to sign and edit the signer's response.
- Review Signer Consents.

Digital Signature Details



Knowledge is Power
Be aware of the Parenthesis beside View Digital Signature Details . Great visual for signing process step.

The image displays a sequence of overlapping screenshots of a software interface, each showing a 'More...' dropdown menu. The menus are arranged diagonally from top-left to bottom-right, illustrating the progression of the digital signature process. The options visible in the menus include: 'Submit Document for Digital Signature', 'Spell Check Entire Document', 'Send Message', 'Unfinalize Document', 'Inspect Document', 'View Past Document', 'Delete This Document', 'View Digital Signature Details (Sent)', 'Review and Acknowledge', 'Create Revision of This Document', 'Compare With Previous Document', 'View Digital Signature Details (Sign Now)', 'Send Message With Document', 'Create Revision of This Document', 'Compare With Previous Document', 'Remove 'Active Document' Status', 'Inspect Document Values', 'View Past Document', 'Delete This Document', 'View Digital Signature Details (Processing)', 'Send Message With Document', 'Create Revision of This Document', 'Compare With Previous Document', 'Remove 'Active Document' Status', 'Inspect Document Values', 'View Past Document', 'Delete This Document', 'View Digital Signature Details (Completed)', 'Spell Check Entire Document', 'Send Message With Document', 'Review and Acknowledge', 'Create Revision of This Document', 'Unfinalize Document', 'Inspect Document Values', 'View Past Document', and 'Delete This Document'. The 'View Digital Signature Details' options are highlighted in each screenshot, showing their placement in the menu at different stages.

Digital Signature Details

Digital Signature Details

Document:
(Document will be available for download once signing is complete)

Submitted By:
CONSULTANT (PowerSchool - Robyn Skidmore) on 03/13/2023 Mon, 03:00 PM

Status:
Sent on 03/13/2023 Mon, 03:00 PM

Signer Roles	Signer Name	Email Address	Status	Options
signature Lookup2	Robyn Skidmore	robyn.skidmore@powerschool.com	Sent on 03/13/2023 Mon, 03:00 PM	...
Parent/Guardian	Lisa Mitchell	robyn.skidmore@powerschool.com	Signed on 03/13/2023 Mon, 03:03 PM	...
Parent/Guardian	John Mitchell	robyn.skidmore@powerschool.com	Sent on 03/13/2023 Mon, 03:00 PM	...

Signature Request OptionsClose

Digital Signature Details

Document:
(Document will be available for download once signing is complete)

Submitted By:
CONSULTANT (PowerSchool - Robyn Skidmore) on 03/13/2023 Mon, 03:00 PM

Status:
Sent on 03/13/2023 Mon, 03:00 PM

Signer Roles	Signer Name	Email Address	Status	Options
signature Lookup2	Robyn Skidmore	robyn.skidmore@powerschool.com	Sent on 03/13/2023 Mon, 03:00 PM	...
Parent/Guardian	Lisa Mitchell	robyn.skidmore@powerschool.com		Send Reminder Opt-out Signer Edit the signer's response
Parent/Guardian	John Mitchell	robyn.skidmore@powerschool.com		

Signature Request OptionsClose

Digital Signature Details

Document:
(Document will be available for download once signing is complete)

Submitted By:
CONSULTANT (PowerSchool - Robyn Skidmore) on 03/13/2023 Mon, 03:00 PM

Status:
Sent on 03/13/2023 Mon, 03:00 PM

Signer Roles	Signer Name	Email Address	Status	Options
signature Lookup2	Robyn Skidmore	robyn.skidmore@powerschool.com	Sent on 03/13/2023 Mon, 03:00 PM	...
Parent/Guardian	Lisa Mitchell	robyn.skidmore@powerschool.com		Send Reminder Opt-out Signer Edit the signer's response
Parent/Guardian	John Mitchell	robyn.skidmore@powerschool.com		

Signature Request OptionsClose

Digital Signature Details (Completed)

Digital Signature Details

Document:
School Age IEP for Jamison Mitchell (84123542363).pdf

Certificate:
Certificate of Completion (School Age IEP).pdf

Submitted By:
CONSULTANT (PowerSchool - Robyn Skidmore) on 03/13/2023 Mon, 10:21 AM

Status:
Force completed on 03/13/2023 Mon, 04:16 PM

Signer Roles	Signer Name	Email Address	Status	Primary Signer	Options
IEPTeam Teacher2	Robyn Skidmore	robyn.skidmore@powerschool.com	Sent on 03/13/2023 Mon, 10:22 AM	Yes	⋮

Signature Request OptionsClose

Digital Signature Details

Document:
School Age IEP for Jamison Mitchell (84123542363).pdf

Certificate:
Certificate of Completion (School Age IEP).pdf

Submitted By:
CONSULTANT (PowerSchool - Robyn Skidmore) on 03/13/2023 Mon, 10:21 AM

Status:
Force completed on 03/13/2023 Mon, 04:16 PM

Signer Roles	Signer Name	Email Address	Status	Primary Signer	Options
IEPTeam Teacher2	Robyn Skidmore	robyn.skidmore@powerschool.com	Sent on 03/13/2023 Mon, 10:22 AM	Yes	⋮

Signature Request OptionsClose

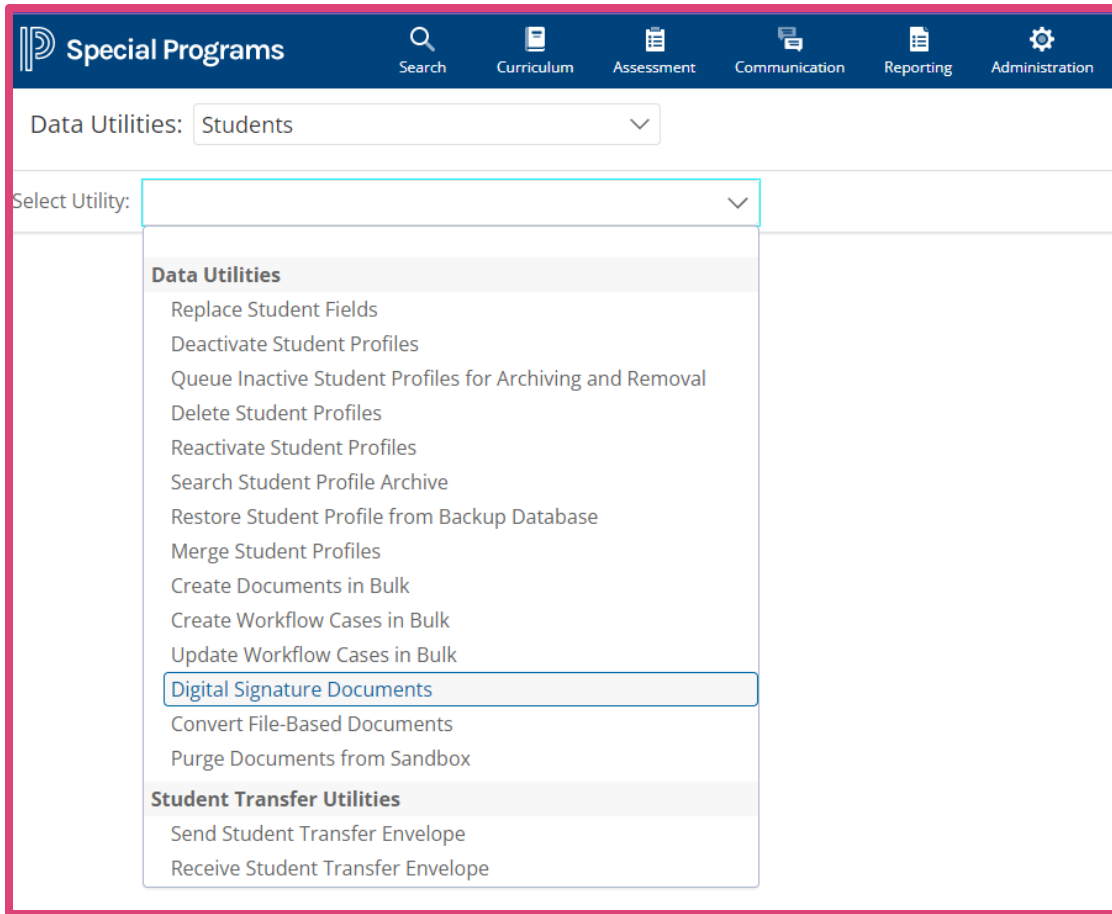
Send signed document

Send certificate of completion

Edit the signer's response

How-To: Digital Signature Documents Utility

Administration > Utilities > Students > Digital Signature Documents

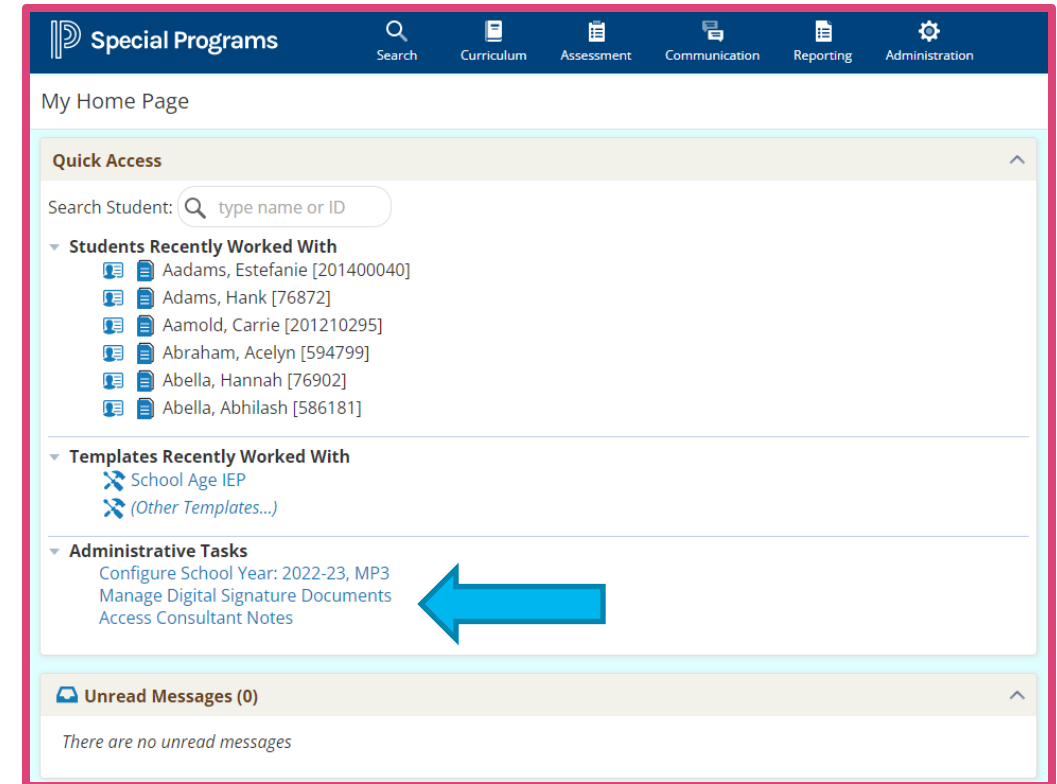


The screenshot shows the 'Special Programs' application interface. The top navigation bar includes 'Search', 'Curriculum', 'Assessment', 'Communication', 'Reporting', and 'Administration'. Below the navigation bar, the 'Data Utilities' dropdown menu is open, showing a list of utilities. The 'Digital Signature Documents' utility is highlighted. The list of utilities includes:

- Replace Student Fields
- Deactivate Student Profiles
- Queue Inactive Student Profiles for Archiving and Removal
- Delete Student Profiles
- Reactivate Student Profiles
- Search Student Profile Archive
- Restore Student Profile from Backup Database
- Merge Student Profiles
- Create Documents in Bulk
- Create Workflow Cases in Bulk
- Update Workflow Cases in Bulk
- Digital Signature Documents**
- Convert File-Based Documents
- Purge Documents from Sandbox

Below the 'Data Utilities' section, the 'Student Transfer Utilities' section is visible, including:

- Send Student Transfer Envelope
- Receive Student Transfer Envelope



The screenshot shows the 'Special Programs' application interface. The top navigation bar includes 'Search', 'Curriculum', 'Assessment', 'Communication', 'Reporting', and 'Administration'. Below the navigation bar, the 'My Home Page' is displayed. The 'Quick Access' section includes a 'Search Student' field and two lists:

- Students Recently Worked With**
 - Aadams, Estefanie [201400040]
 - Adams, Hank [76872]
 - Aamold, Carrie [201210295]
 - Abraham, Acelyn [594799]
 - Abella, Hannah [76902]
 - Abella, Abhilash [586181]
- Templates Recently Worked With**
 - School Age IEP
 - (Other Templates...)
- Administrative Tasks**
 - Configure School Year: 2022-23, MP3
 - Manage Digital Signature Documents**
 - Access Consultant Notes

A blue arrow points to the 'Manage Digital Signature Documents' link in the 'Administrative Tasks' section.

How-To: Digital Signature Documents Utility

Special Programs

Search

Curriculum

Assessment

Communication

Reporting

Administration

RS

Digital Signature Documents

Options

Student

Needs My Signature

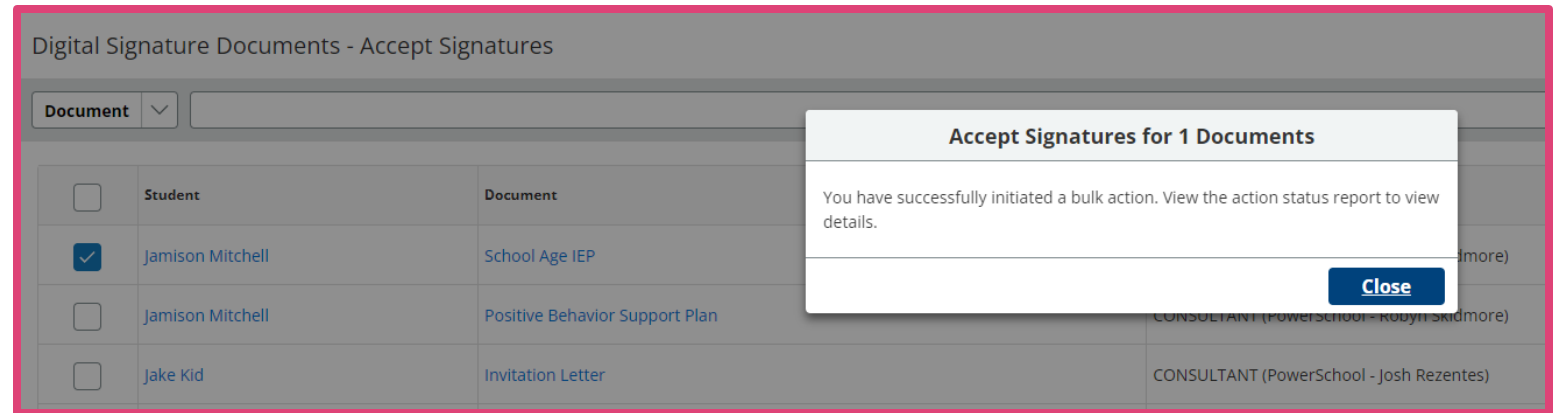
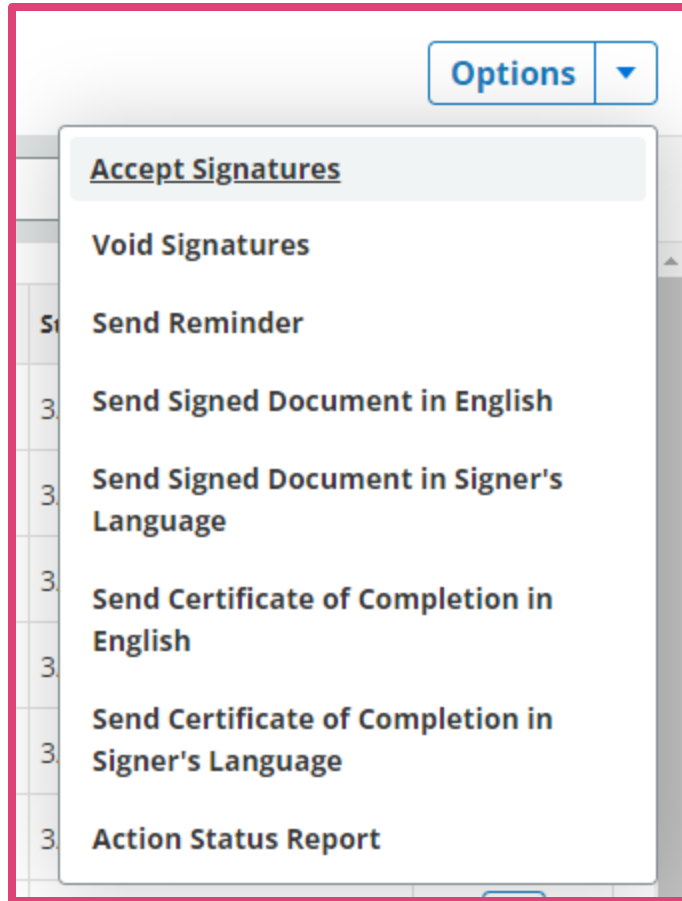
Student	Document	Initiator	Status	Status Date	Options
Jamison Mitchell	Evaluation Report	CONSULTANT (PowerSchool - Robyn Skidmore)	Completed	3/13/2023	...
Jamison Mitchell	School Age IEP	CONSULTANT (PowerSchool - Robyn Skidmore)	Sent	3/13/2023	...
Jamison Mitchell	Positive Behavior Support Plan	CONSULTANT (PowerSchool - Robyn Skidmore)	Sent	3/13/2023	...
Sarah Adams	School Age IEP	CONSULTANT (PowerSchool - Sushmitha)	Completed	3/10/2023	...
Jamison Mitchell	Invitation Letter	CONSULTANT (PowerSchool - Robyn Skidmore)	Completed	3/10/2023	...

☐ Needs My Signature

Status	Status Date	Options
Completed	3/13/2023	...
Sent		<div>Download Attachments</div>
Sent		<div>Send Signed Document</div>
Completed		<div>Send Certificate of Completion</div>

Status	Status Date	Options
Completed	3/13/2023	...
Sent	3/13/2023	...
Sent		<div>Accept Signatures</div>
Completed		<div>Void Signatures</div>
Completed		<div>Send Reminder</div>

How-To: Digital Signature Documents Utility



Knowledge is Power

- *Filter results for Documents needing your signature*
- *Act on a single or multiple documents*
- *Use the Options menu for more actions.*
- *Choose Options > Action Status Report to review document information.*

How-To: Action Status Report

Special Programs

Search

Curriculum

Assessment

Communication

Reporting

Administration

?

RS

Digital Signature Documents

Options

Student

Student	Document	Initiator	Status	Status Date
Molly Sage	Evaluation Report	ADMIN (Cindy Wilson (WILSON) as System ADMIN Role)	Completed	3/9/2023
Estefanie Aadams	School Age IEP	CONSULTANT (PowerSchool - Robyn Skidmore)	Sent	3/9/2023
Gary Danger	Evaluation Report	ADMIN (Janeen Mathews (MATHEWS) as System ADMIN Role)	Completed	3/2/2023

Accept Signatures

Void Signatures

Send Reminder

Send Signed Document in English

Send Signed Document in Signer's Language

Send Certificate of Completion in English

Send Certificate of Completion in Signer's Language

Action Status Report

← Digital Signature Documents

Action Status Report

Date Submitted

Date Submitted	Action Taken	Submitted By	Documents Impacted	Signers Impacted	Completed	Errored	Aborted	Abort Action
3/13/2023 at 03:15 PM	Accept Signatures	CONSULTANT (PowerSchool - Robyn Skidmore)	1		1	0	0	

Digital Signature: Demonstration

Next Steps and Additional Resources

Special Programs 2023 PowerUp Events and Office Hours

April 11: *Special Programs PowerUp*

April 19: *Office Hours*

Topic: *Translations*

May 9: *Special Programs PowerUp*

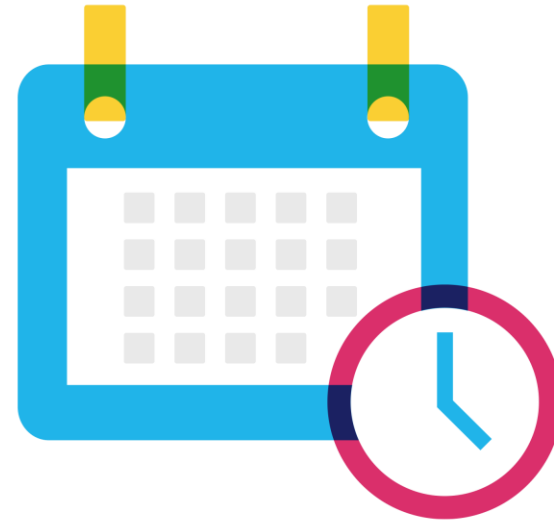
May 17 : *Office Hours*

Topic: *Integrations*

June 13: *Special Programs PowerUp*

June 21: *Office Hours*

Topic: *End of Year Rollover; Best Practices for Summer*



Please Share Your Feedback!

- You will be asked to take a **short survey** when leaving the Zoom Meeting
- Help us help you – We value **your feedback** and use it to create future sessions



Next Steps

- **Connect with colleagues** in PowerSchool Community page.
- **Updates will be shared by EICs** via in the PowerSchool Community Page.
- **Monthly email reminder** to join our next PowerUp Meeting.
- **Register for Upcoming PowerUps Today!**



Become a PowerSchool Champion!

PowerSchool Champions connect, share and learn with others in solution-specific communities. We share our expertise as teachers, administrators, technology directors, or talent leaders. We engage in interesting activities to accumulate points, collect badges, and earn fantastic rewards. Joining the Champions community provides:

- **Community** • Join an exclusive group of school and district leaders
- **Engagement** • Share your expertise and give product feedback
- **Opportunity** • Earn rewards like swag, cool opportunities, event attendance, and more
- **Growth** • Advance professionally, build your PLN and increase your Ambassador Program eligibility

Visit powerschool.com/champions and SIGN UP or email champions@powerschool.com if you have questions!



 PowerSchool

CHAMPIONS

Need more training? Get involved with Customer Education!



PowerSchool University | www.powerschooluniversity.com

Attend onsite and online training events for hands-on professional development covering multiple PowerSchool solutions led by certified PowerSchool Trainers



Exclusive Training Events | training@powerschool.com

Exclusive events can be scheduled at your location and offered only to staff in your District



Professional Development Plus | pdplus@powerschool.com

On-demand training library featuring engaging formats, personalized learning, and progress monitoring



Certifications | training@powerschool.com

We offer a variety of train-the-trainer, end user, and role-based certifications so you can become a certified PowerSchool expert



Proven Practices | provenpractices@powerschool.com

PowerSchool experts guide your staff development to prepare your teachers and administrators to achieve success and drive improvement



Resources

PowerSchool Community	In-Platform User Help
PowerSchool Community	Communications and Calendar
Special Programs PowerUps 2023 Series Registration	Review and Acknowledge
PowerUp Events (All Products)	
Technical Contacts	
Contact Support	
Case Portal Priority Definitions	
Subscriptions and Notifications	

Resources

Special Programs Release Notes	Office Hours	Special Programs PowerUps
Platform Release 22.11.0.0 Release date: December 16, 2022	Office Hours 2020 Series	Special Programs PowerUps 2022 Series
Platform Release 22.11.1.0 Release date: January 27, 2023	Office Hours 2021 Series	
Platform Release: 22.11.2.0 Release date: February 17, 2023	Office Hours 2022 Series	

Resources: Reporting

Reporting		
Office Hours PowerSchool Special Programs - July 16, 2020	Reporting main screen navigation basics	Creating Reports When Using the "Review & Acknowledge" Feature
Office Hours Recording: Reports - June 24, 2021	Report creation basics in Special Programs	
Office Hours Recording: Reports - Part 2 - July 29, 2021	Profile Reports in Special Programs	
PowerSchool Special Programs PowerUp: Reporting January	Creating Document Reports in Special Programs	
Finding profile field names	Editing Report columns	
Finding Field and Template Names for Report Use	Editing the report properties and selection formula	
How to sort a report	Working With Date Fields in the Report Selection Criteria Formula	

Resources: Digital Signature

Community Links	Previous Office Hours Recording	In Platform User Guide
How-To: Configure Digital Signature	Office Hours: Digital Signature- June 30, 2022	Digital Signature Special Programs User
How-To: List Statuses for Digital Signature Configured Documents		Manage Signature Requests Special Programs User
How-To: Opt-Out of Digital Signature		Digital Signature Special Programs System Administrator
How-To: Configure Notification Email for Digital Signature		
How-To: Check Digital Signature Status of Students		
How-To: List Statuses for Digital Signature Configured Document Templates		



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Thank you for your Partnership!