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 **PowerSchool**

Special Programs

NEW Digital Signature Feature: Auto Acceptance/Auto Void

May 12, 2026



The Special Programs PowerUp Team



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Platform Release for Auto Acceptance / Auto Void

Version
SPPL
26.5.0.0

Release
Date: May
22, 2026

Important Information



- **The goal of this webinar is to build familiarity with the new feature and its capabilities.**
- **Decisions regarding whether to enable this feature rest with each individual state, district, and province.**
- **State-wide customers may encounter restrictions where LEA administrative capabilities are limited (Indiana).**
- **Customers participating in state agreements retain full access to this feature; this note applies specifically to Indiana.**
- **Other customers operating under a state controller may not experience the same degree of administrative control.**

What is Auto Acceptance?

Automatically accepts or voids documents based on configurable rules, reducing manual follow-up.

- **Auto Acceptance:** Completes signature requests after a set number of days once conditions are met
- **Auto Void:** Cancels unsigned documents after 160 calendar days
- **Configurable** at the district, template, and individual document levels

Why Districts Use This Feature

Reduces
manual
follow-up

Prevents
stalled
workflows

Improves
document
completion
rates

Supports
long-running
signature
timelines

Auto Acceptance Rules

A document is automatically accepted when all the following conditions are met:

- Auto-Acceptance is enabled for the district
- The document has at least one signature
- The configured number of calendar days has elapsed

Key Behaviors

- Default setting: 150 days
- Allowed range: 20–150 days
- Template-level settings override district defaults
- Individual documents can be extended by up to 10 additional days
- A specific signer can optionally be designated as required

Auto Void Rules

Triggered when:

- No signatures received
- 160 days have passed since sending

Key Details:

- 160-day timeframe is not configurable
- Prevents documents from staying open indefinitely
- Signers are notified when a document is auto-voided
- Initiating staff user is not notified
- The email message matches a manually voided request

Enable Auto-Acceptance (District Level)

1. Go to Administration > Configuration > Digital Signature Settings
2. Enable Auto-Acceptance / Auto-Voidance
3. Enter the number of Days Until Auto Acceptance
4. Save your changes.

Digital Signature Settings (for OSSE)

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

PDF Creation Options

Staff Email Address Field

System Settings Notify staff when a signed document is modified
 Notify Staff When a Parent/Guardian Submits Signature
 Allow Signature Acceptance in Review Documents
 Disable "Sign Now" Mode
 Omit Document/Signer Unique IDs From PDFs
 Disable Rejection for Acceptable Signatures

Enable Auto-Acceptance/Auto-Voidance?

Days Until Auto Acceptance

Signer Help Contact Email Address

These settings apply to all district documents unless overridden by a template.

Configure at the Document Template Level

Template settings override district defaults.

1. Go to Administration > Configuration > Document Templates
2. Select the document template.
3. Select More > Configure eSignature
4. Set:
 - Days Until Auto Acceptance
 - Days to Extend Auto Acceptance
 - (up to 10 days)
5. Save your changes.

The screenshot shows the 'Configure eSignature: Section 504 - Written Notice/Consent [C_WNC]' page in the Special Programs system. The interface includes a navigation bar with 'Special Programs' and icons for Search, Curriculum, Assessment, Communication, Reporting, and Administration. The main content area is titled 'Configure eSignature: Section 504 - Written Notice/Consent [C_WNC]'. It contains several fields: 'Language' (English), 'Subject (Optional)' (Please review and e-sign this Written Notice/Consent document), 'eSignature Email' (with placeholders {FirstName} and {LastName}), 'Blurb (Optional)' (a large text area), and 'Days Until Expiration' (a numeric input field). At the bottom, two fields are highlighted with a red box: 'Days Until Auto Acceptance' and 'Days to Extend Auto Acceptance', both with numeric input fields and information icons.

Designate a Required Signer (Optional)

Signer Role	Signer Name	Email Address	Override Preference	Language Opt-out	Signature Required
Parent	[Redacted]	[Redacted]	Email	English	<input checked="" type="checkbox"/>
Parent	[Redacted]	[Redacted]	Email	English	<input type="checkbox"/>

1. Staff can designate a signer whose signature is required before Auto-Acceptance occurs.
 1. In the signer list, select **Signature Required** next to the signer's name.
 2. Submit the document for signature.
2. Behavior
 - Required signer must complete their signature before Auto-Acceptance.
 - No required signer? **Any completed signature** qualifies Auto-Acceptance.

Processing Schedule

Auto-Acceptance and Auto-Voidance processing runs once every 24 hours

Processing occurs overnight during non-peak hours

Configuration changes take effect during the next processing cycle



Review Auto-Acceptance and Auto-Voidance Activity



Manage Digital Signature Documents

The screenshot shows the Special Programs dashboard interface. At the top is a dark blue navigation bar with the 'Special Programs' logo and several menu items: Search, Curriculum, Assessment, Communication, Reporting, Administration, and Service Capture. On the right side of the navigation bar are a help icon and a 'DS' badge. Below the navigation bar, the page title 'My Home Page' is displayed. The main content area is divided into three sections. The first section, 'Quick Access', contains a search box for students and a list of 'Students Recently Worked With' with names and IDs. The second section, 'Administrative Tasks', has a blue box highlighting the 'Manage Digital Signature Documents' link. The third section, 'Unread Messages (0)', shows that there are no unread messages.

Special Programs

Search Curriculum Assessment Communication Reporting Administration Service Capture

My Home Page

Quick Access

Search Student: type name or ID

Students Recently Worked With

- Danger, Gary [591025]
- Danger, Eric [201200163]
- An, Trayauna [888004]
- Adams, Craig [201800409]
- Aamold, Jenna [888038]

Administrative Tasks

Manage Digital Signature Documents

Unread Messages (0)

There are no unread messages

Manage Digital Signature Documents

Users with security privilege to access **Utilities** can review document activity.

Special Programs

Search Curriculum Assessment Communication Reporting Administration Service Capture

Digital Signature Documents

Options

Student

Needs My Signature

Document	Initiator	Status	Status Date	Options
School Age IEP	STAFF026 (District STAFF026)	Sent	4/24/2026	

Administration > Utilities > Data Utilities: Students > Select Utility: Data Utilities > Digital Signature Documents

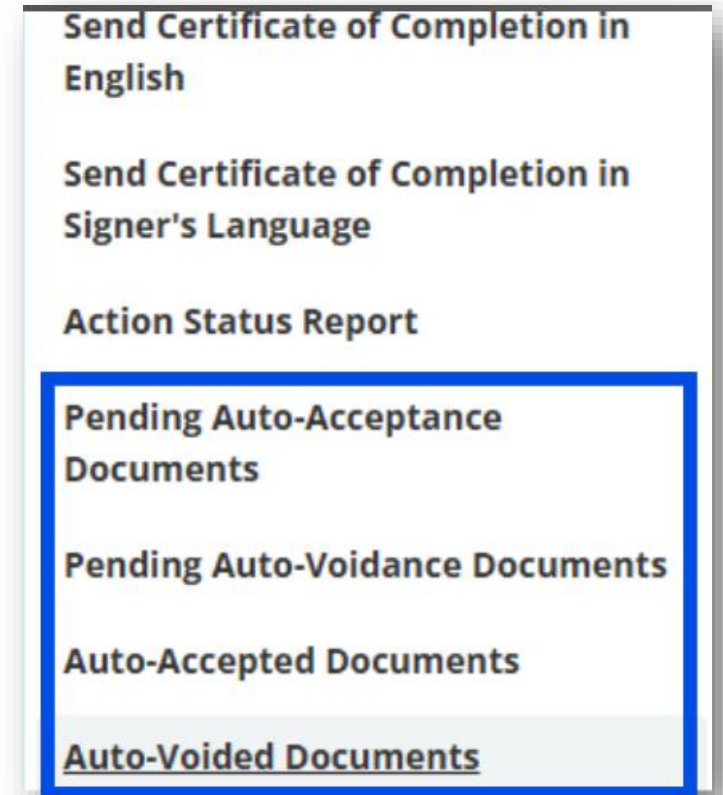
Manage Digital Signature Documents

Reports are based on the **Auto-Acceptance/Auto-Voidance** selection in the Digital Signature Settings.

Both the **Pending Auto-Acceptance** and **Pending Auto-Voidance** reports will show whether the **Auto-Acceptance/Auto-Voidance** option has been enabled.

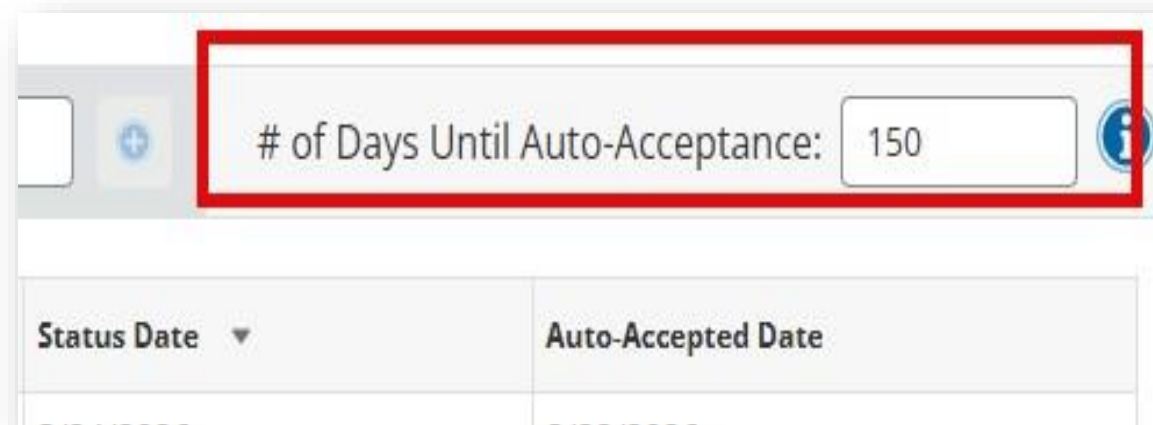
Available new views under Options

- **Pending Auto-Acceptance Documents** – Documents approaching Auto-Acceptance based on configured timelines
- **Pending Auto-Voidance** – Unsigned documents approaching 160 days
- **Auto-Accepted Documents** – Available only when **Enable Auto-Acceptance / Auto-Voidance** is enabled.
- **Auto-Voided Documents** – Available only when **Enable Auto-Acceptance / Auto-Voidance** is enabled.



Pending Auto-Acceptance Documents – Documents approaching Auto-Acceptance based on configured timelines.

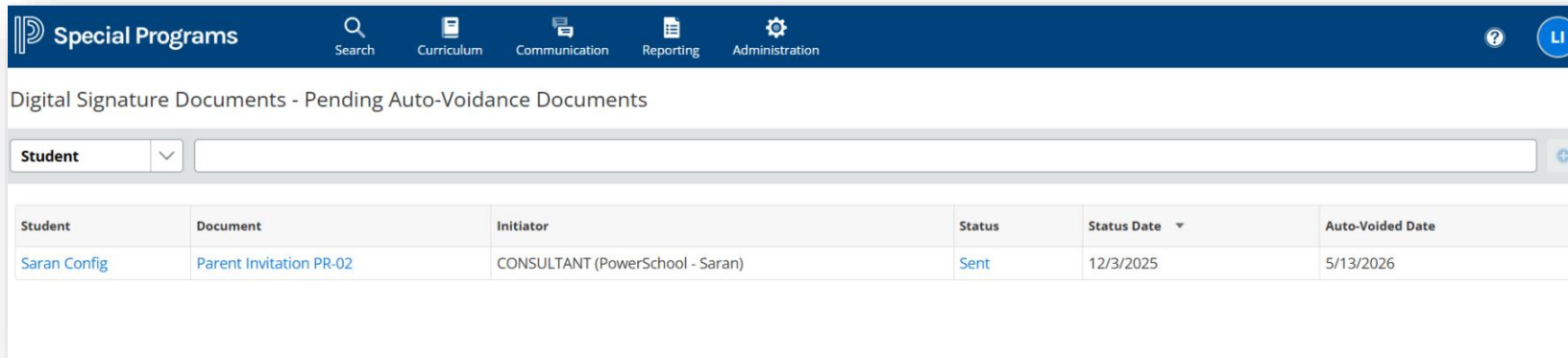
- If **Auto-Acceptance** is not enabled, users may specify a value between 20 and 150 days (default: 150).
- Changing this value does **not** update the setting on the Digital Signature Settings page.
- If **Auto-Acceptance** is enabled, the number of days cannot be changed in this view.



of Days Until Auto-Acceptance: 150

Status Date ▾	Auto-Accepted Date

Pending Auto-Voidance Documents

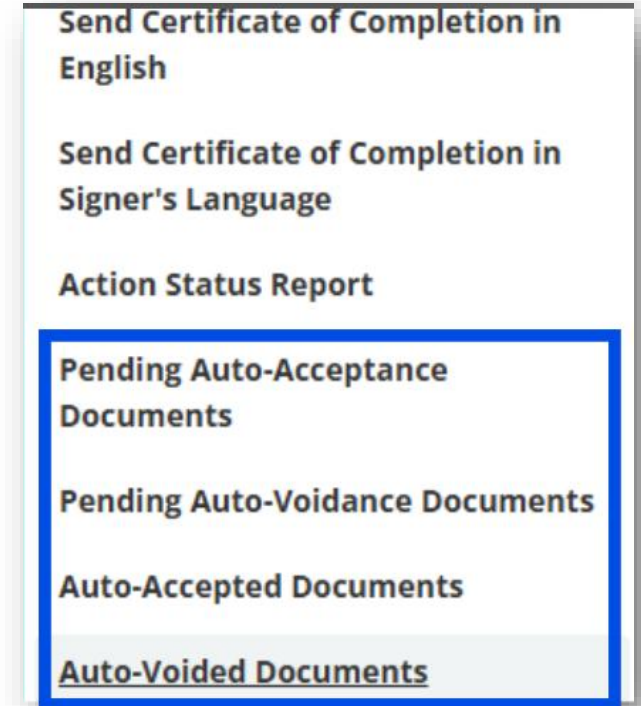


The screenshot shows the 'Special Programs' interface with a navigation bar containing 'Search', 'Curriculum', 'Communication', 'Reporting', and 'Administration'. Below the navigation bar is the title 'Digital Signature Documents - Pending Auto-Voidance Documents'. A search bar labeled 'Student' is present. The main content is a table with the following data:

Student	Document	Initiator	Status	Status Date	Auto-Voided Date
Saran Config	Parent Invitation PR-02	CONSULTANT (PowerSchool - Saran)	Sent	12/3/2025	5/13/2026

Auto Avoidance date is predefined at 160 days.

There is not an option to change the Auto -Avoidance Date.



The screenshot shows a document menu with the following items:

- Send Certificate of Completion in English
- Send Certificate of Completion in Signer's Language
- Action Status Report
- Pending Auto-Acceptance Documents**
- Pending Auto-Voidance Documents
- Auto-Accepted Documents
- Auto-Voided Documents**

Auto-Voided Documents

Special Programs

Search Curriculum Communication Reporting Administration

Digital Signature Documents - Auto-Voided Documents

Student [dropdown]

Student	Document	Initiator	Status	Status Date
SPEDSM 29330	Parent Invitation PR-02	CONSULTANT (PowerSchool - karthic)	Voided	4/29/2026
SPEDSM 29330	Parent Invitation PR-02	CONSULTANT (PowerSchool - karthic)	Voided	4/29/2026
DEVCHANDRA THAKUR	Parent Invitation PR-02	CONSULTANT (PowerSchool - Devchandra Thakur)	Voided	3/10/2026
DEVCHANDRA THAKUR	Parent Invitation PR-02	CONSULTANT (PowerSchool - Devchandra Thakur)	Voided	1/3/2026
DEVCHANDRA THAKUR	Parent Invitation PR-02	CONSULTANT (PowerSchool - Paul Nick)	Voided	12/22/2025

Send Certificate of Completion in English

Send Certificate of Completion in Signer's Language

Action Status Report

Pending Auto-Acceptance Documents

Pending Auto-Voidance Documents

Auto-Accepted Documents

Auto-Voided Documents

The Status Date is when the document was Auto-Voided.



Extend the Deadline for an Individual Document

1. Extend the deadline for a specific document by up to 10 days.
2. Go to **Administration > Utilities > Digital Signature Documents**.
3. Select the **Sent** status link for the document.
4. Open **Digital Signature Details > Signature Request Options**.
5. Select **Extend signature request time**.
6. Enter days to extend (up to 10) and save.

Extend Signature Request Time

Signatures for this document will be automatically accepted 128 days after the initial signature request. Extend the time to send signature requests before auto-acceptance by up to 10 days.

Days to Extend Request Time

0

Acceptance and Void Notifications

Auto-Accepted documents generate the same email as manual acceptance

Auto-Voided documents send notifications to document signers only.

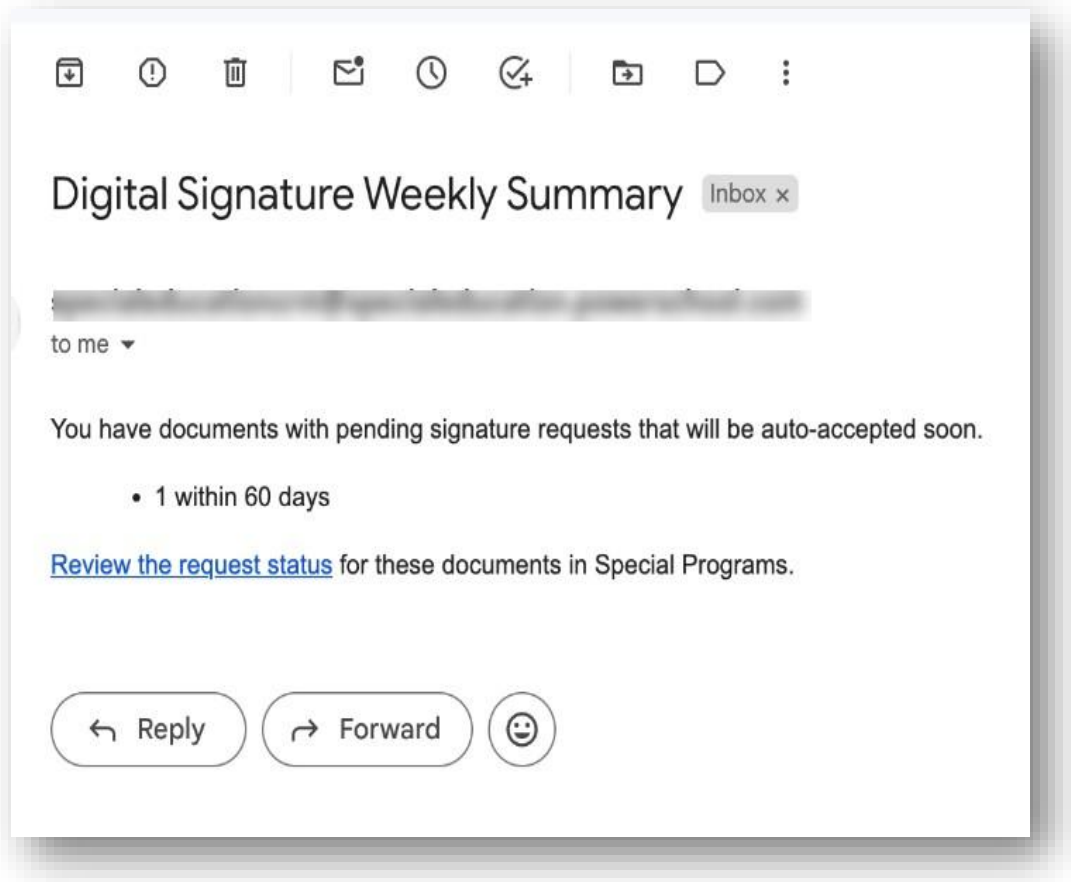
Weekly Summary Email

Users with the **Digital Signature Manager** role receive a weekly summary email sent **on Mondays.**

Shows document counts exceeding:

- 90, 60, 30, 14 and 7 days

Selecting **Review the request status** opens the utility filtered by age.



Note: Users without template access do not receive this email.

Frequently Asked Questions

What happens if no one signs a document?

If a document receives no signatures, it is automatically voided after 160 calendar days.

Can we change the Auto Acceptance timeframe later?

Yes. Changes apply going forward only and do not retroactively affect already-sent documents.

Frequently Asked Questions

Can Auto Void be disabled?

Yes. Turn off **Enable Auto Acceptance / Auto Void** on the **Digital Signature Settings** page — this stops both processes.

Does it matter who signs the document?

No. **Any completed signature** qualifies for Auto Acceptance, unless a signer is marked **required**.



Platform Demonstration



Thank You

