

This listing will allow users to view the status of eSignature requests for students. The listing can be generated based on the status of the eSign requests and can be sorted by Request Date or Student Last Name. **Note:** The results will only include eSignature requests made in the last 60 days.

1. Complete the filters below and click **Search**.

Location:

Filter Document Requests

Status:

Homeroom:

Grade:

Case Manager:

Student ID:

Sort By:

- a. **Status** - Select the status from the drop-down list.
 - i. **Documents Awaiting Approval** - These are eSignature requests that have been signed but have not yet been approved by the user.
 - ii. **Document Request Outstanding** - These are the eSignature requests that have been sent that have not been fully signed.
 - iii. **Approved Documents** - These are documents that have been returned and approved.
 - iv. **Rejected Documents** - These are eSignature requests that have been cancelled.
- b. **Sort By** - Select *Request Date* or *Student Name*.

2. Below is a sample of the listing.

Results include eSignature requests made in the last 60 days.

ID	Student Name	Case Manager	Event Type	Document Type	Status	Requested Date	Returned Date	Actioned Date
120250	Emil Argenio	Douglas,William	Initial	IEP Evaluation Plan Title / Signature	Signed	01/19/2024 8:32 AM	01/19/2024 8:34 AM	
120250	Emil Argenio	Douglas,William	Initial	IEP Eligibility Report Title / Signature	Signed	01/19/2024 8:38 AM	01/19/2024 8:51 AM	

- a. **Student Name** - Click the Student Name link to open a new window to view the event the eSignature request was sent for.
- b. **Status** - Sent, Signed, Processed or Cancelled.
- c. **Requested Date** - eSignature request date.
- d. **Return Date** - Date the document was signed.
- e. **Actioned Date** - Date a document was approved or cancelled.