

Directions for the Teacher Input Form via Sign Now

Step 1 – open the link <https://signnow.com/s/8w5ThF5z?form=true> and then you will see the images below and be able to follow the steps accordingly. If you need further assistance, please contact Deanna Moreno via email at dmoreno@sjcoe.net

Step 2 – “Rename Document” by adding the IA’s name after “IA Teacher Input Form” *ex. IA Teacher Input Form Darice Johnson*. This identifies the employee that the input form pertains to.

Step 3 – insert the teacher of record’s email address as “Signer 1”. Signer 1 is the person completing the form can be the “originator” or person initiating the form; this can be an administrator, teacher or SPED HR Technician. While not required, we recommend that the administrator who will be conducting the IA’s evaluation initiate the form so that they receive notifications when the form has been completed or not and a copy of the completed form upon submission.

The screenshot shows the Sign Now interface for sending an invite link. At the top, the SJCOE logo is displayed with the tagline "EDUCATE · INNOVATE · INSPIRE". Below the logo, the text reads "Send invite link for IA Teacher Input Form." and "Fill out the information below to get started." The interface is divided into three main sections:

- Step 2 Rename Document:** A text input field contains "IA Teacher Input Form" followed by a yellow highlight.
- Signing Step 1:** A section header for the signing process.
- Step 3:** A section for adding a signer. It includes a label "Signer 1" and an "E-mail Address*" input field. The input field contains "Signer Email Address" and a red instruction: "Insert the teacher's email address that you are wanting to complete the form". Below the input field is a button labeled "Show Custom Email Message Settings".

Step 4 – review the information that you have inserted and make sure that everything is spelled correctly; including the email address. Your document should resemble the example below.

Step 5 – click the blue “send invite” button in the lower right corner.

Directions for the Teacher Input Form via Sign Now

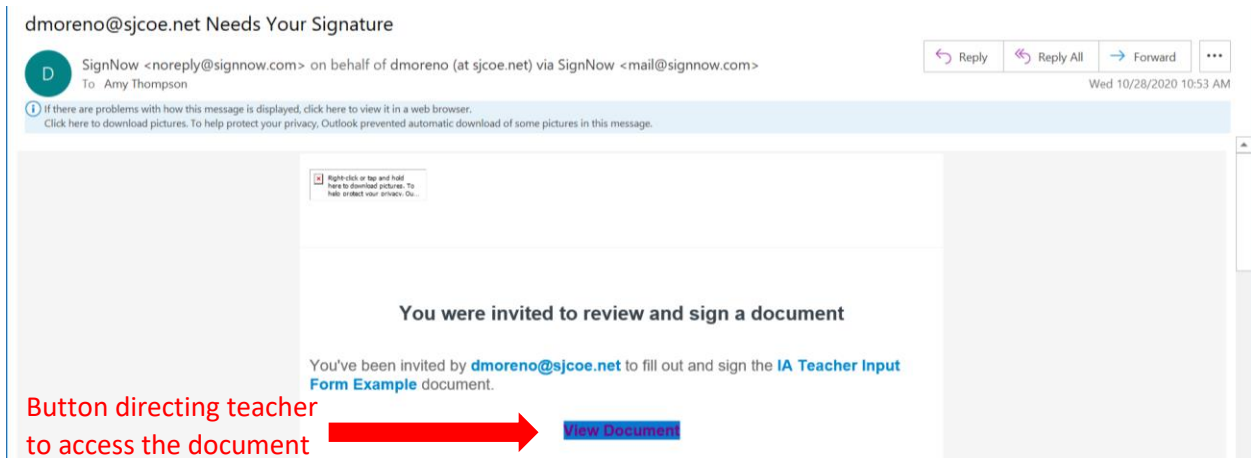
Completed Example:

The screenshot shows the SignNow interface for sending an invite link. At the top is the SJCOE logo with the tagline "EDUCATE · INNOVATE · INSPIRE". Below the logo, the text reads "Send invite link for IA Teacher Input Form. Fill out the information below to get started." There is a text input field labeled "Rename Document" containing "IA Teacher Input Form- J. Smith". Below this is a section titled "Signing Step 1" with a sub-label "Signer 1" and an "E-mail Address*" field containing "dmoreno@sjcoe.net". A "Show Custom Email Message Settings" button is located below the email field. At the bottom left, there is a note "* Required Fields". At the bottom right, there is a red "Step 5" label and a blue "Send Invite" button.

Step 6 – After you hit the “Send Invite” button, you will receive a confirmation notification that confirms that the Input Form was sent. You are done and the rest is up to the teacher and the SPED HR Tech.



Step 7 – The teacher will receive an email inviting them to complete the form



Directions for the Teacher Input Form via Sign Now

Step 8 – The teacher opens the form and has to complete the mandatory fields highlighted in green.

SJCOE Signing IA Teacher In (33 of 34 required fields completed) SETTINGS DONE

SAN JOAQUIN COUNTY OFFICE OF EDUCATION
James A. Mousalimas, County Superintendent of Schools

**Special Education Programs
Teacher Input Form**

Mid-Year End of the Year

Instructional Assistant: Example Site: Example
Teacher: Mrs. Example Date: 10/28/2020

Rating Codes: O = Outstanding B = Below Average N/A = Not Applicable
A = Above Average S = Satisfactory N/O = Not Observed
I = Improvement Needed (Requires Written Comment)

1.0 INSTRUCTIONAL DUTIES WITH TEACHER'S SUPERVISION	Rating
1.1 Is able to break down short term objectives as stated in the IEP and prepare effective lesson plans.	O
1.2 Implements approved lesson plans.	A
1.3 Collects data which measures the degree of pupil growth and development.	I

CONTINUE

Step 9 – The teacher signs and completes the form. Please note that the comments section is not mandatory via SignNow, but teachers should be encouraged to write something there whether it be praises or suggestions on how to improve. **Upon completion, they click the "DONE" button in the upper right corner of their screen.**

SJCOE Signing IA Teacher In (34 of 34 required fields completed) SETTINGS DONE

5.0 COMMENTS Section:
Suggestions for all:
Praises welcomed!
If the employee received anything below outstanding, be sure to write in suggestions for improvement as we all have room to grow.

6.0 ATTENDANCE HAS BEEN SATISFACTORY: YES NO

7.0 PERFORMANCE HAS BEEN SATISFACTORY: YES NO

Teacher Signature: [Signature] Date: 10/28/2020

Directions for the Teacher Input Form via Sign Now

Step 10 – The teacher received confirmation that it has been completed and the originator, SPED HR Technician and the teacher receive a notification that the form has been completed along with a copy of the completed form. SPED HR technician will forward a completed copy to the assigned administrator if they are not the originator of the form.

Thanks! You've successfully signed the document. The originator will be notified.

[Go to the SignNow App](#)



SignNow

IA Teacher Input Form Example Has
Been Completed
SignNow.

Outlook