



RETURN to R.A.I.S.E.

PHASE 1

SUBMITTING ELECTRONIC SIGNATURES

This document provides guidance regarding the collection of parent/guardian electronic signatures during the period of school and office closures related to the COVID-19 pandemic (Closure Period).

How to sign MCPS forms electronically

The requirements for an electronic signature can be met several ways, including any of the following:

1) **Forms with Electronic Signature Ability** - If an MCPS form has a fillable electronic signature option, the signer may use that option.

A. Adobe Reader or Adobe Acrobat:

1. Open the fillable PDF document in either tool.
2. Click the Sign icon in the toolbar.
3. The Fill & Sign tool is displayed. Click Fill and sign.
4. All fillable fields are highlighted blue.
5. Locate the signature field on the PDF, click the Sign icon again, and then choose to Add Signature.
6. Save the document somewhere retrievable, and submit it.

B. Mac OS Preview: Follow the Apple directions [here](#).

2) **Forms and Documents without Electronic Signature Ability or User is Unable to Sign Form or Document Electronically**

A. Option 1: E-mail with Attribution

1. The parent/guardian must send an email from their personal or professional email account or an email address that is associated with a current or enrolling MCPS student;
2. The email should include the parent's date of birth (DOB) and the child's (DOB), along with the below typewritten statement;
3. The form(s) must be attached to the email; and
4. **The parent/guardian must agree with, complete, and cut and paste the following statement in the transmitting email:**

"I agree that by typing my name and today's date below, and submitting the attached [insert number] documents titled [insert titles] by electronic mail, I am intending that the below constitutes and is the equivalent to my personal signature on the attached documents."

Name

Date

B. Option 2: Email with Photo or PDF of Executed Document

Parents/guardians may print the document or form, manually sign the document, take a photo of the document, and email the photo using a personal or professional email account or an email address that is associated with a current or enrolling MCPS student.

These processes are framed around Montgomery County Public Schools (MCPS) Regulation IGT-RA, User Responsibilities for Computer Systems, Electronic Information, and Network Security, and the Maryland Uniform Electronic Transactions Act, Maryland Commercial Law Code § 21-106 (2017). Under these laws and rules, electronic signatures satisfy the requirement that a document be "signed."