



Signed Forms Procedure



This procedure is for forms having **wet ink signature consents given by parents/guardians**.

Examples of wet ink signature consent forms:

- Authorization to Exchange Information
- Come Grow with Us
- Photo Release Form
- Well-Child Parent Permission
- Dental Exam Parent Permission
- Parent Refusal for Special Education Evaluation
- Screening Referral

1. Signed forms are first uploaded as attachments into the correct service area in Child Plus.

See Child Plus Attachment Requirements

<https://www.oesd114.org/cms/lib/WA01000688/Centricity/Domain/16/ChildPlus%20Attachment%20Requirements.pdf>

See also Adding Attachments Procedure

<https://www.oesd114.org/cms/lib/WA01000688/Centricity/Domain/16/Adding%20Attachments%20Procedure.pdf>

2. Bonnie receives the original paper copies with wet ink signatures. Secured file folders have been created for each classroom and home visitor where these documents will be stored. When you drop off faxes with wet ink signature consents, Bonnie stores these documents in your respective, secured file folders.
3. If Bonnie is not present, place wet ink signature documents in Bonnie's mail folder (located in the food pantry room) and send her an email informing her of this.
4. Other forms not having wet ink signatures **will not** be stored in this file. After they are uploaded in Child Plus and the quality of the attachments verified, the original document/s can be shredded.