

Steps to complete the K-12 special admit DocuSign registration form

1. **Go to Forms: Admissions and Records on the COS website**
(<http://www.siskiyous.edu/admissions/forms.htm>)
 - a. Select the “K-12 Special Admit” link under “Registration Forms”
2. **Complete the “PowerForm Signer Information” through DocuSign**
 - a. Make sure to include the proper names and emails for all roles. These emails will be used by DocuSign to complete all the required steps in the form.
3. **Complete the K-12 special admit registration form**
 - a. Review the DocuSign email: Open the email and review the message from the sender. Click REVIEW DOCUMENT to begin the signing process.
 - b. Complete all required fillable fields.
 - c. Agree to sign electronically: Review the consumer disclosure, and select the checkbox I agree to use Electronic Records and Signatures. Click CONTINUE to begin the signing process.
 - d. Start the signing process: Click the START tag on the left to begin the signing process. You are taken to the first tag requiring your action.
 - i. Click the SIGN tag.
 - ii. You are asked to Adopt Your Signature.
 - e. Verify your name: Verify that your name and initials are correct. If not, change them as needed.
 - f. Adopt a signature
 - g. Click ADOPT AND SIGN to adopt and save your signature information and return to the document.
 - h. Confirm signing: When you finish clicking all signature tags in the document, confirm signing by clicking FINISH. A message appears stating that you have completed your portion of the process.
4. **Parent/Guardian signature**
 - a. Once the student has completed their steps, the partially complete form will be sent to the parent/Guardian listed in the “PowerForm Signer Information” for their review and signature.
5. **High School Official (or home school official) signature**
 - a. Once the parent signature is completed, the document will be sent to the school official listed on “PowerForm Signer Information” for their review and signature.
6. **Submit the completed form**
 - a. Once all parties have electronically signed and finished, the student will be notified.
 - b. They will be able to download a PDF copy or print a copy of the document.
 - c. Admissions and Records will also receive an email with the signed document attached.
 - d. Email or call Admissions Records to confirm that the completed form has been received.