

SpEd Forms

Welcome to e-signature with SpEd Forms! We're glad you're here!

The following instructions are for creating a new account with SpEd Forms to sign special education or Section 504 documents electronically. Creating an account will require a few additional steps to verify your identity. In the future, accessing your account and using e-signature will take fewer steps.

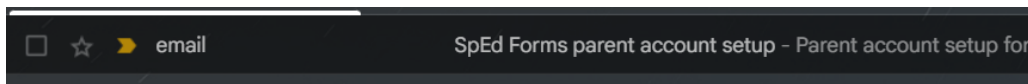
Towards the end of this document are instructions on how you sign in and actually view and sign documents.

****If you already have an account***, go directly to <https://16.spedforms.org/0011/>. Enter your username/email and the password you previously created. There is a forgot password link if needed. If you have never logged in using the device you are using, you will be asked to authenticate it as described in steps 5-7.

Instructions for creating a new account with SpEd Forms:

1. You will receive an email from email@spedforms.com with the subject of "SpEd Forms parent account setup." The link to create an account will be active for 48 hours. If you need an additional invitation email, contact your child's case manager.

Example of the email line in your inbox:



Example of the email:

SpEd Forms parent account setup Inbox x

email@spedforms.com

to bosstone75+esig2 ▼

Parent account setup for Bill 2 Underwood 2 for students at Anoka-Hennepin School District
Please contact Anoka-Hennepin School District for any questions regarding your account.

1. Click the link below or paste it into your browser.
<https://16.spedforms.org/0011/default.php?accountSetup=244374a5c06c11784ef08233ec69701b1d1bf75ff635fb22c3a006482d30a3c23845eebbae813a8efb0fde3b8c6781da58e3560d9089ffc5d962da4bfa>
2. Create a password.
3. Log in using your email address as the username and the password you just created.
4. The first time logging in from any new device will require a multi-factor authentication process (MFA) in order to log in.
5. Please bookmark the link below for future logins for students at Anoka-Hennepin School District.
<https://16.spedforms.org/0011/>

The link will only work once and is valid for 48 hours.

Active until:

07/27/2025 12:02 pm

SpEd Forms

SpEd Forms

Anoka-Hennepin SpEd Forms Site

Choose new password

New password

Confirm password

Create new password


[Return to sign in](#)

Please note: Passwords must be at least 8 characters and contain at least one number, one capital letter, one lowercase letter, and one special character. Your password cannot contain the following: first name, last name, user name, district ID, school ID, district name or school name.

2. Click the first link in the email. This will open a new page where you will enter and re-type to confirm a new password:

3. Click the “Create new password” button.

[Anoka-Hennepin SpEd Forms Site](#)

 **SpEd Forms**

Password Successfully Reset.

[Return to sign in](#)

4. It will confirm that your password has been successfully reset. Click the “Return to sign in” link:

SpEd Forms

Anoka-Hennepin SpEd Forms Site

Sign in to continue to SpEd Forms

Enter username

Enter password

[Forgot password?](#)

Sign in

5. Sign in using your username/email and the password you created.

[Browser Setup Instructions](#)

It is possible when you log in for the first time, the case manager hasn’t had a chance yet to share documents with you. If you do not see any documents, you can either wait until the case manager contacts you to let you know they have added documents, or you can contact them to request that they add documents to your account.

Viewing and Signing Documents

1. Once the case manager has added documents, when you log into SpEd Forms, you should see those documents listed. If you have multiple children in the district receiving special education services, you will eventually see all of your children's documents in the system.

Documents list

Waiting for signature

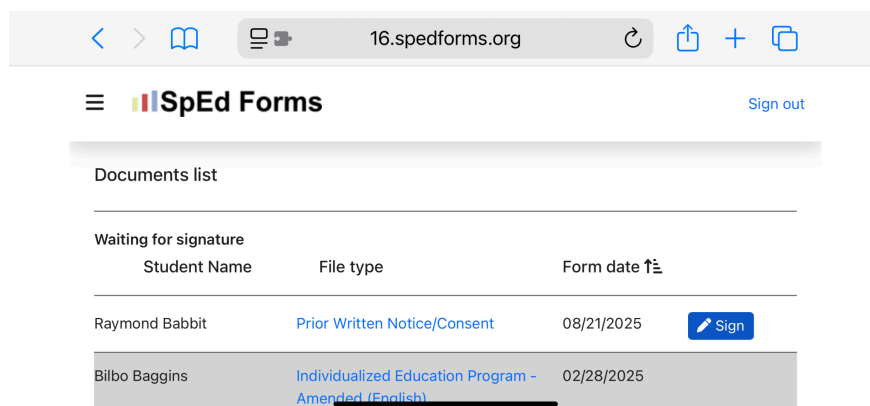
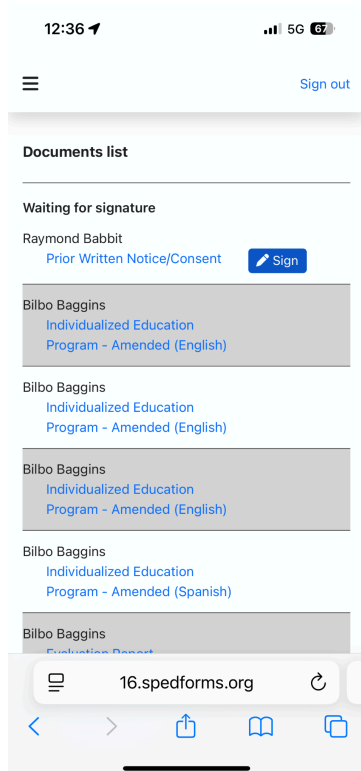
Student Name	File type
Barbara Gordon	Prior Written Notice/Consent
Barbara Gordon	Individualized Education Program (English)

Signed documents

Student Name	File type
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It is easier to view SpEd Forms on a computer or a tablet. However, if you are using a mobile device, you may need to rotate your phone so it's in landscape view.

As you can see in these screenshots from a mobile device, changing to landscape view shows you additional information needed on the screen.




SpEd Forms

2. Click or tap on your student's name to view the documents. Forms to be signed will have the sign option. Any document can be viewed by clicking the document name. For example, an IEP will only be viewable, but a Prior Written Notice will have the sign option.

The forms you see are controlled by the plan manager, so if you do not see something you expect to see, please contact them.

For forms with the sign option, it is easiest to click the sign button. This will allow you to view and sign the document.

Waiting for signature

Student Name	File type	Form date ↑	
Barbara Gordon	Prior Written Notice/Consent	07/25/2025	

To view a document that does not have a sign option, click the name of the document. You can then click "Document List" on the left or top menus to return. If you are working on a small screen, it is possible that you will not see the words Document List, but instead just see the little icon of three people. Clicking on that will bring you to the Document List.

Login: 119 minutes


 Document List

This system works best on a computer. But if you are using a phone, or something with a smaller screen, you may run into a problem where you can only see one page of the document when you first click on the document. If this happens to you, click on the View in new tab button to open up the entire document in a new tab.

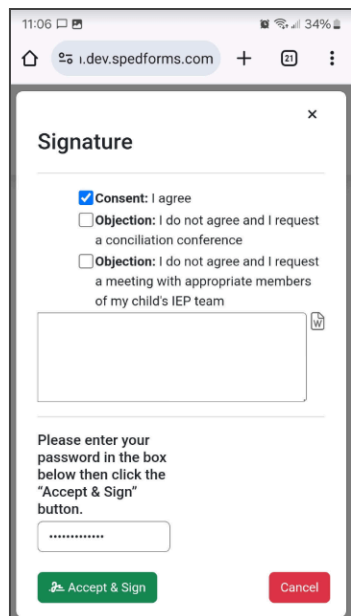


After you are done reading it, you will have to navigate back to the Document List in order to click on the Sign button.

Waiting for signature

Student Name	File type	Form date ↑	
Barbara Gordon	Prior Written Notice/Consent	07/25/2025	

3. After you click on the Sign button, you may need to click on a new sign button in the top right corner.



Signature

☒ **Consent:** I agree

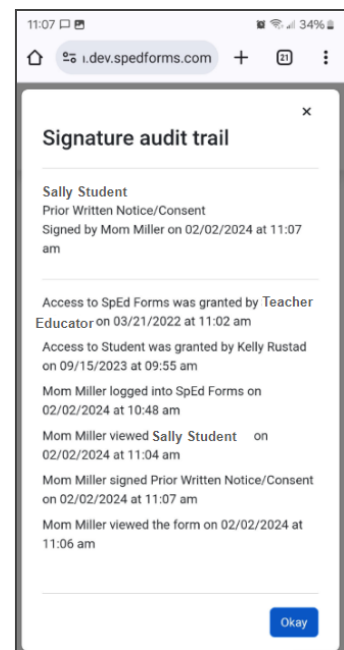
☐ **Objection:** I do not agree and I request a conciliation conference

☐ **Objection:** I do not agree and I request a meeting with appropriate members of my child's IEP team

Please enter your password in the box below then click the "Accept & Sign" button.

Accept & Sign Cancel

If you are signing a PWN (Prior Written Notice), you will check a box and indicate consent. Enter your password and then click the "Accept & Sign" button.



Signature audit trail

Sally Student
Prior Written Notice/Consent
Signed by Mom Miller on 02/02/2024 at 11:07 am

Access to SpEd Forms was granted by Teacher Educator on 03/21/2022 at 11:02 am

Access to Student was granted by Kelly Rustad on 09/15/2023 at 09:55 am

Mom Miller logged into SpEd Forms on 02/02/2024 at 10:48 am

Mom Miller viewed Sally Student on 02/02/2024 at 11:04 am

Mom Miller signed Prior Written Notice/Consent on 02/02/2024 at 11:07 am

Mom Miller viewed the form on 02/02/2024 at 11:06 am



Okay

4. Once your document is signed, you will get a copy of the audit trail.

5. When you return to the Document list, you will see that the document you signed has moved below the Signed documents heading and the document now has the word - Signed at the end of the title.

Documents list		
Waiting for signature		
Student Name	File type	Form date ↑
Barbara Gordon	Individualized Education Program (English)	07/20/2025
Signed documents		
Student Name	File type	Form date
Barbara Gordon	▼ Prior Written Notice/Consent - Signed	07/25/2025

If you click the document name and view it, you will see that an additional signature page has been added that shows the checkbox and typed in name and date. A page follows that one that shows the electronic signature records.

Cathy Student	
 Your High School 1234 Education Street City, MN 55555 555-123-4321	Electronic Signature Record Dated: 03/14/2022
 Digitally signed by *.spedforms.org Reason: Mom Miller 4pm-mom-work signed Location: Parental Consent/Objection Date: 03/21/2022 14:01 pm GMT-0700	

Thank you for using SpEd Forms e-signature!

Please reach out if you have any questions.

Your student's case manager would be happy to assist you.