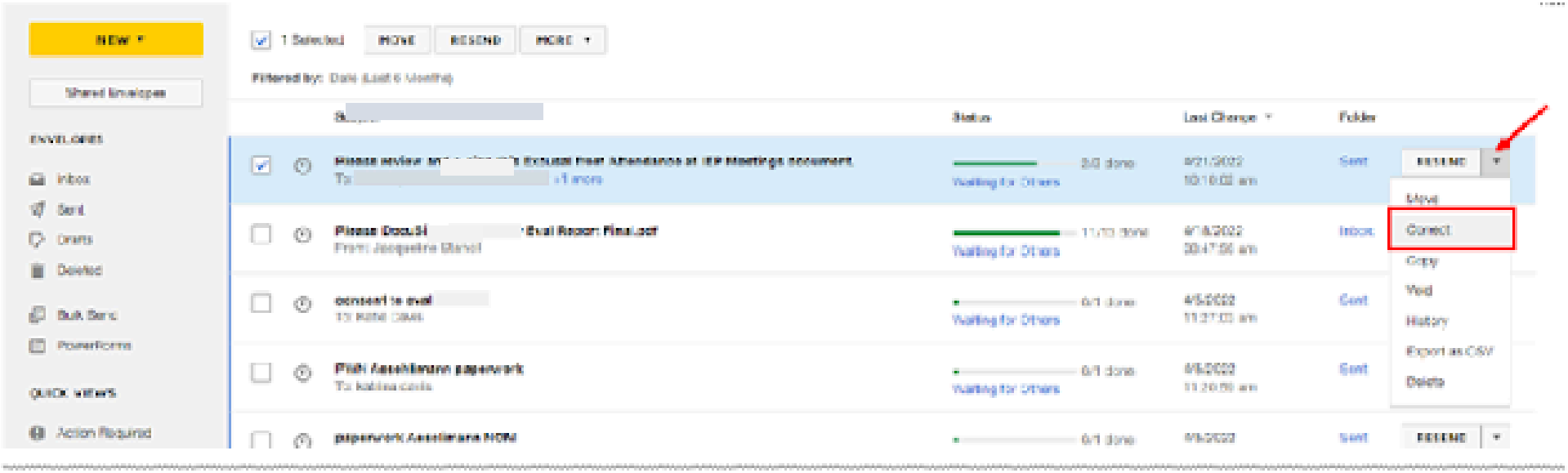
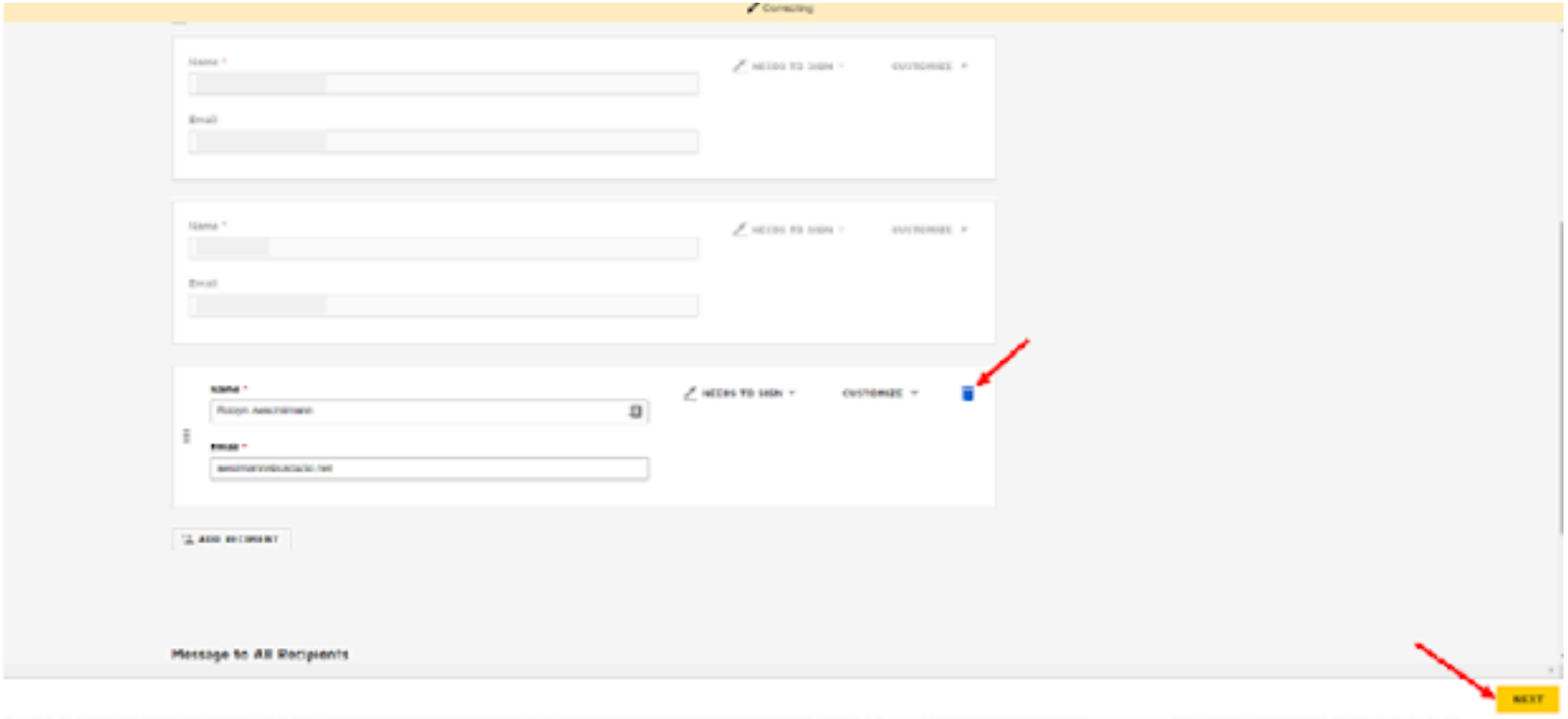
Remove a Required Signer from DocuSign

Sometimes after you have sent a document to multiple individuals to sign through DocuSign you determine that you need to remove one of the individuals as their signature is no longer required. This may be because an individual already signed in person, or one parent already satisfied the requirement by signing and you don't need the other parent's signature, or there may be another reason. However, DocuSign will not "release" the document as being completed until all individuals listed have signed. Therefore, in order to get it to show the document as complete you need to remove the individuals whose signatures you no longer need. Follow these steps to accomplish this:

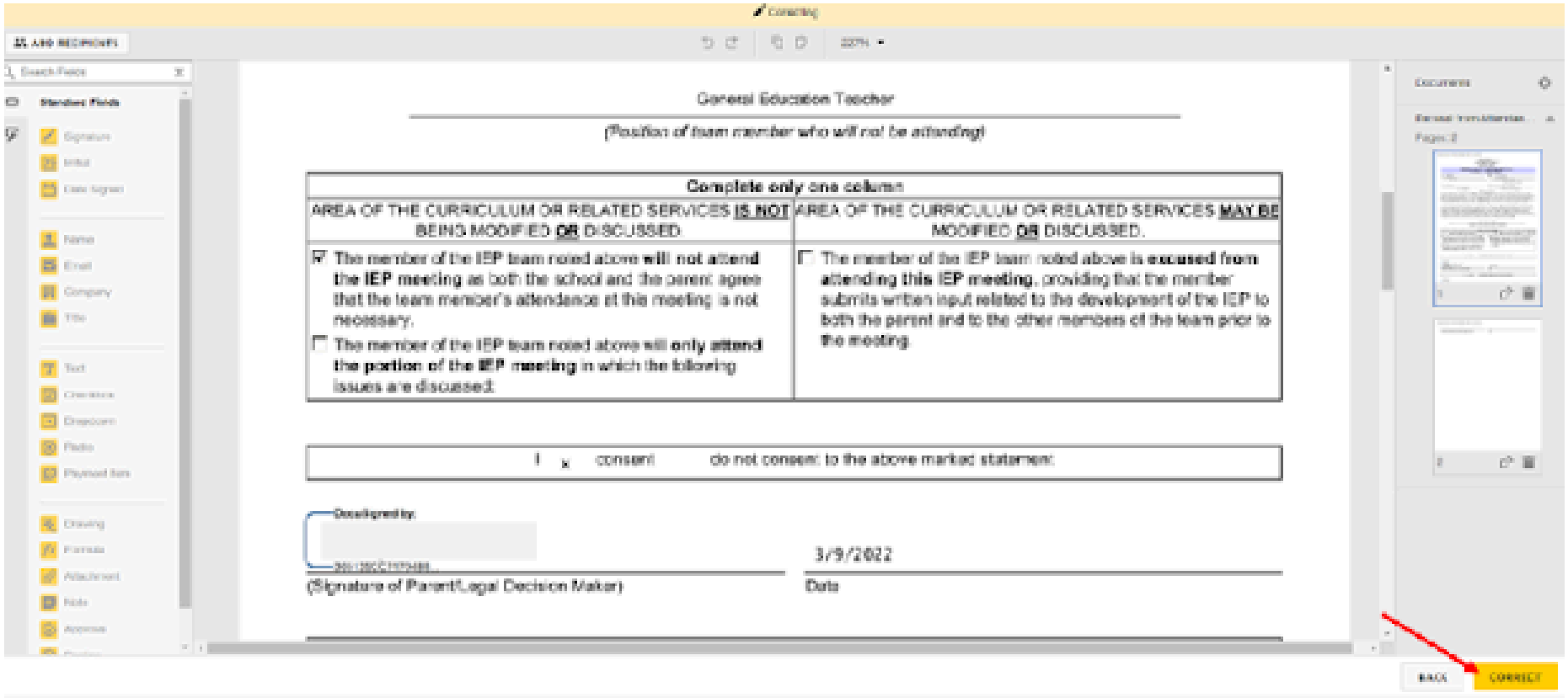
1) Sign in to your DocuSign account. Go to the tab of items waiting for a signature.
2) To the right of the document you want to alter click on the Resend dropdown and select "Correct" from the list.



3) Locate the signer you want to remove and click the Trash Can icon to the right of their name. A box will pop up asking you to confirm that's really what you want to do. Once you have confirmed this click "Next" in the lower right of the screen.



4) This will bring up the corrected form. If it looks OK click "Correct" in the bottom right of the screen.



5) Your document can now be located under the completed forms section of DocuSign, and you can print it from there. If you initially sent the document through DocuSign using PowerSchool, it will also push the signed version out to PowerSchool so you can print it from there, but you may have to refresh the document in PowerSchool first.