

School LAND Trust Cheat Sheet

Guidance from Karen Rupp

3/27/2019

Signature Form. A user must decide before starting the process if they will use the electronic or paper version. It won't work if a principal tries to use both. Instructions on the school signature form page outline the process.

Secretaries listed on the form are non-voting. A secretary position is included so that someone in the school other than the principal may receive emails. Sometimes this has been an assistant principal or an administrative assistant. It is not required that the secretary position be filled. Secretaries are not listed on the paper Signature Form and do not receive emails in the electronic Signature Form.

If a signed Signature Form is uploaded and is incomplete or the wrong document was uploaded, a **principal may upload a new document over the top of an existing document.** The last document uploaded may be printed after it is uploaded.

We have encouraged principals to have council members sign the Signature Form at the last meeting of the year to minimize the time-consuming process of securing signatures after the fact. A principal may print the form and have council members sign or may send the emails before or at the beginning of the meeting. This allows time for the recipients to receive emails and respond. If someone doesn't receive the email, they can resolve the problem before the council member leaves the meeting. Most often the reason the email is not received is because:

The email is incorrect. To correct an email, the principal must delete the member and add them back. Then resend the emails. Emails will go the second time only to those who have not responded. **If 80% have responded, the form is 'complete' and the SEND EMAIL button is no longer available.**

The email is in a junk folder.

The electronic **Signature Form is considered 'complete' when 80% of members have responded.** An uploaded paper form will show the form as completed. It is the responsibility of the district to make sure at least 80% of members signed the paper copy. Districts assure the Signature Forms have been reviewed and are complete in the District Assurance Form (see below).

Email reminders have been turned on again. Principals will receive reminders four weeks, two weeks and one week prior to the due date the district has entered on the website. They will continue until all Spring Reporting is complete or until June 1st.