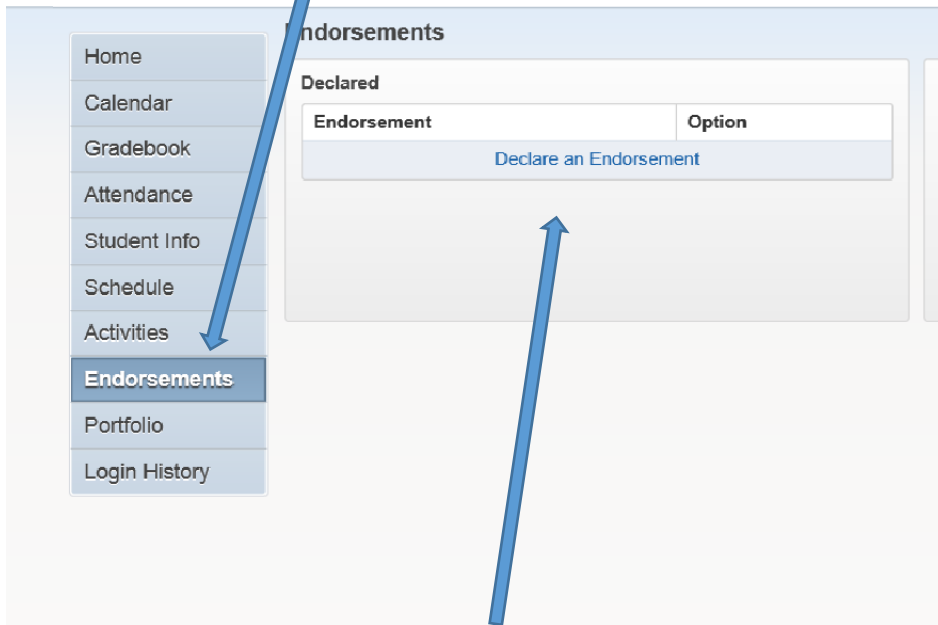


Skyward Process for Endorsement

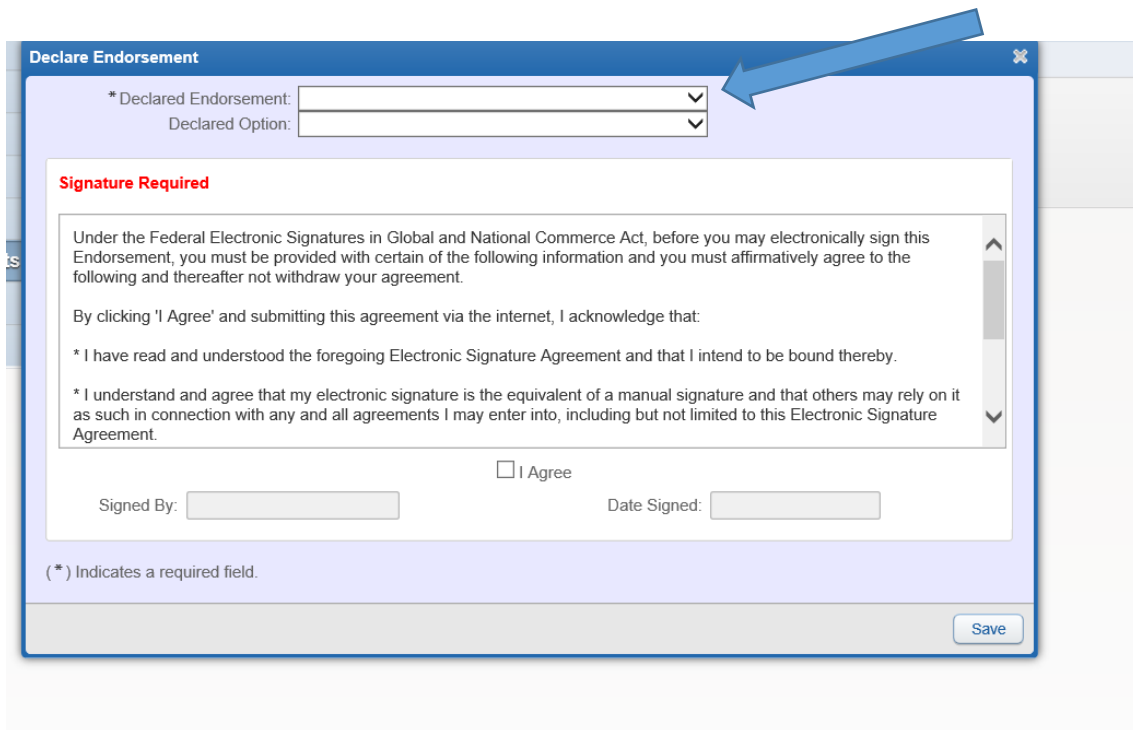
1. Follow the links and log into Skyward.
2. Find Endorsements on the left had side and click.



3. Click on Declare an endorsement. The endorsement window will pop up.

The screenshot shows a pop-up window titled 'Declare Endorsement'. At the top, there are two dropdown menus: '* Declared Endorsement:' and 'Declared Option:'. Below these is a section titled 'Signature Required' in red. The text in this section reads: 'Under the Federal Electronic Signatures in Global and National Commerce Act, before you may electronically sign this Endorsement, you must be provided with certain of the following information and you must affirmatively agree to the following and thereafter not withdraw your agreement. By clicking 'I Agree' and submitting this agreement via the internet, I acknowledge that: * I have read and understood the foregoing Electronic Signature Agreement and that I intend to be bound thereby. * I understand and agree that my electronic signature is the equivalent of a manual signature and that others may rely on it as such in connection with any and all agreements I may enter into, including but not limited to this Electronic Signature Agreement.' Below the text is a checkbox labeled 'I Agree'. At the bottom of the window, there are two input fields: 'Signed By:' and 'Date Signed:'. A 'Save' button is located at the bottom right. A blue arrow points from the right side of the window to the right.

4. Click on Declared endorsement line and choose from the drop down menu.



The screenshot shows a web form titled "Declare Endorsement". At the top, there are two dropdown menus: "* Declared Endorsement:" and "Declared Option:". A blue arrow points to the first dropdown menu. Below these is a section titled "Signature Required" with a scrollable text area containing the following text:

Under the Federal Electronic Signatures in Global and National Commerce Act, before you may electronically sign this Endorsement, you must be provided with certain of the following information and you must affirmatively agree to the following and thereafter not withdraw your agreement.

By clicking 'I Agree' and submitting this agreement via the internet, I acknowledge that:

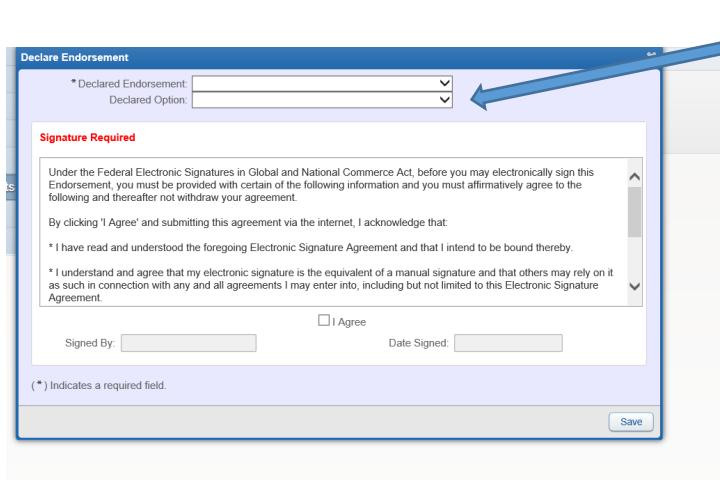
- * I have read and understood the foregoing Electronic Signature Agreement and that I intend to be bound thereby.
- * I understand and agree that my electronic signature is the equivalent of a manual signature and that others may rely on it as such in connection with any and all agreements I may enter into, including but not limited to this Electronic Signature Agreement.

Below the text area, there is a checkbox labeled "I Agree", and two input fields: "Signed By:" and "Date Signed:". At the bottom left, there is a note: "(*) Indicates a required field." At the bottom right, there is a "Save" button.

5. Choose the endorsement you used in Naviance from your list of careers.

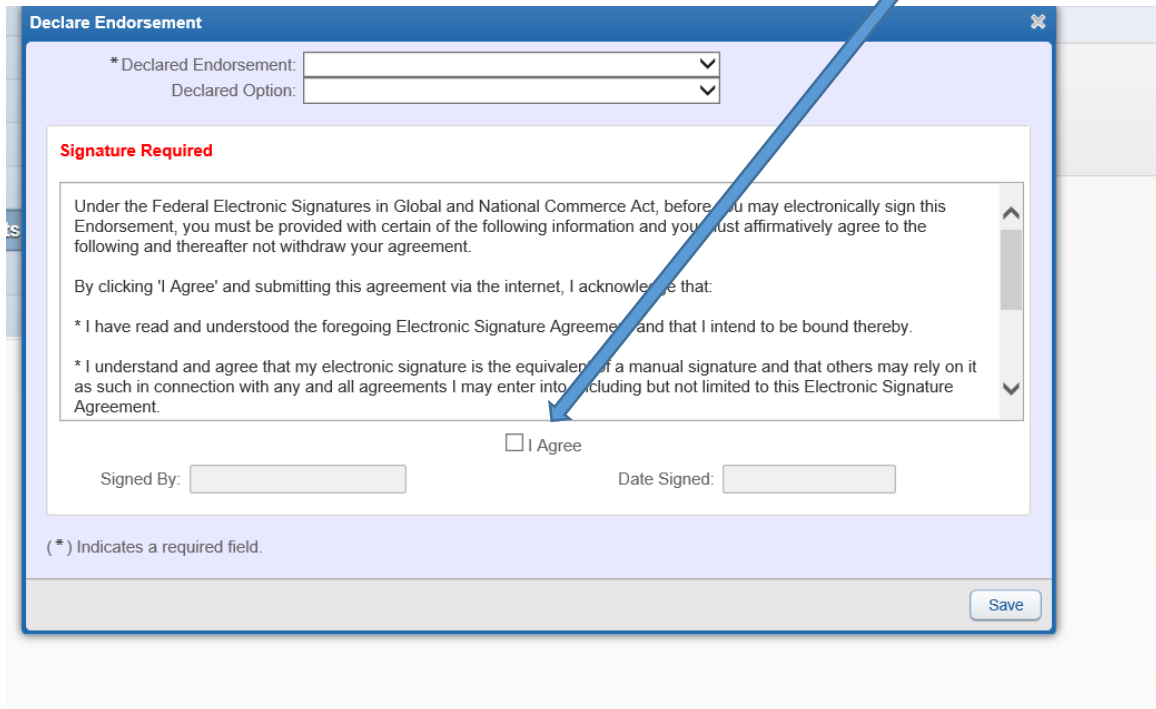
- a. Business and Industry
- b. Arts and Humanities
- c. Public Service
- d. STEM
- e. Multidisciplinary

6. Choose the Declared Option: It usually will be the CTE option.



This screenshot is identical to the one above, showing the "Declare Endorsement" form. However, a blue arrow points to the "Declared Option:" dropdown menu instead of the "Declared Endorsement:" dropdown menu.

7. Click the Agree box and the signed by and date will appear. Save when you are completed.



Declare Endorsement

* Declared Endorsement:
Declared Option:

Signature Required

Under the Federal Electronic Signatures in Global and National Commerce Act, before you may electronically sign this Endorsement, you must be provided with certain of the following information and you must affirmatively agree to the following and thereafter not withdraw your agreement.

By clicking 'I Agree' and submitting this agreement via the internet, I acknowledge that:

- * I have read and understood the foregoing Electronic Signature Agreement and that I intend to be bound thereby.
- * I understand and agree that my electronic signature is the equivalent of a manual signature and that others may rely on it as such in connection with any and all agreements I may enter into, including but not limited to this Electronic Signature Agreement.

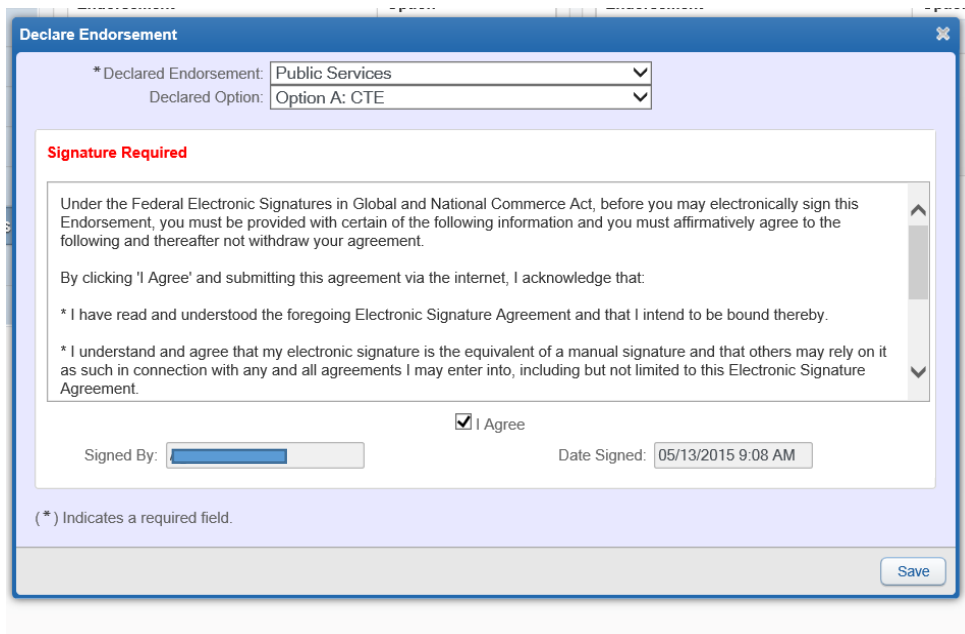
I Agree

Signed By: Date Signed:

(*) Indicates a required field.

Save

8. It should look like this: (I hid the name)



Declare Endorsement

* Declared Endorsement:
Declared Option:

Signature Required

Under the Federal Electronic Signatures in Global and National Commerce Act, before you may electronically sign this Endorsement, you must be provided with certain of the following information and you must affirmatively agree to the following and thereafter not withdraw your agreement.

By clicking 'I Agree' and submitting this agreement via the internet, I acknowledge that:

- * I have read and understood the foregoing Electronic Signature Agreement and that I intend to be bound thereby.
- * I understand and agree that my electronic signature is the equivalent of a manual signature and that others may rely on it as such in connection with any and all agreements I may enter into, including but not limited to this Electronic Signature Agreement.

I Agree

Signed By: Date Signed:

(*) Indicates a required field.

Save

9. When the parent signs in, they must choose the student for which they are looking at.
10. They click on endorsements.
11. Choose "Sign"
12. Click on "Sign"
13. Click on the agree button.
14. The parent's agreement will appear.
15. Save the results.