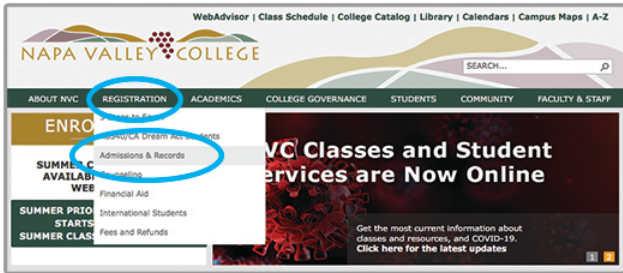




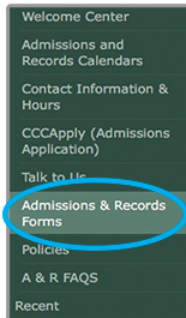
DocuSign Instruction Manual

**High School Permit To Attend**  
Student & Parent

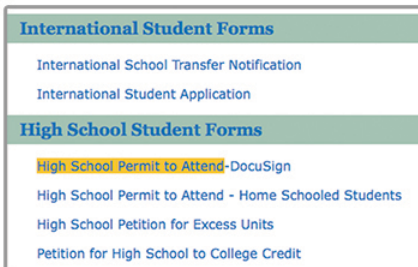
# LOCATING THE FORM



From the HomePage of the Napa Valley College (NVC) website (napavalley.edu), select "Admissions & Records" under the "Registration" tab.



From the Admissions & Records page, select "Admissions & Records Forms" in the left-hand navigation.



Scroll through the list of Forms to find the particular Form you need, & select it. All DocuSign Forms function the same way. For this manual, we'll use the "High School Permit To Attend" as an example.

# THE START PAGE

**PowerForm Signer Information**

High School Permit To Attend  
Fill in the name and email for each signing role listed below.  
Signers will receive an email inviting them to sign this document. If you are over 15 years old, you do not need to provide the Instructors' information.

OPTIONAL: If you are over 18 years old, you may input your own Name & Email as the \*Parent\*.

Please enter your name and email to begin the signing process.

**Student**

Your Name: \*  
Wesley Crusher

Your Email: \*  
WesleyCrusher@student.NapaValley.edu

The first page in the process asks for the Student's Name & Napa Valley College Student Email Address.

**Parent**

Name:  
Beverly Crusher

Email:  
BeverlyCrusher@aol.com

**High School Counselor**

Name:  
Deanna Troi

Email:  
DeannaTroi@nvusd.org

**High School Principal**

Name:  
Jean-Luc Picard

Email:  
JeanLucPicard@nvusd.org

Some Forms may ask for additional contact information such as for Parents, Counselors, Principals, Instructors, etc. Input the Name & Email Address for those individuals.

**BEGIN SIGNING**

Fill-in all Roles & then click the "Begin Signing" button.

**Instructor 1**

Name:  
Full Name

Email:  
Email Address

**Instructor 2**

Name:  
Full Name

Email:  
Email Address

**NOTE:** On the High School Permit To Attend Form, Students under the age of 15 must also include the Instructor information for the courses they wish to take. Students over the age of 15 can leave these Roles blank.

# ACCEPTING THE TERMS

The first step of every Form is to agree to the use of electronic records & signatures.

Please Review & Act on These Documents

NVC Admissions & Records  
Napa Valley College – Admissions & Records

Your High School Permit To Attend at Napa Valley College.

Please read the [Electronic Record and Signature Disclosure](#).  
 I agree to use electronic records and signatures.

[CONTINUE](#) [FINISH LATER](#)

Email: WesleyCrusher@student.NapaValley.edu Current School: Grade Level:

Course Name & Number	Section	Number of Units	Add Code	**Instructor's Signature
Example: MATH 221	76543	5	4-digit	

[GOT IT](#)

Use the Finish Later option to continue signing this document at a later time. [Learn more...](#)

\* Applicable fees will be assigned at the time of registration. For current fee information visit the Napa Valley College website.

Please read the [Electronic Record and Signature Disclosure](#).  
 I agree to use electronic records and signatures.

After checking the box, the Continue button becomes enabled.

Please Review & Act on These Documents

NVC Admissions & Records  
Napa Valley College – Admissions & Records

Your High School Permit To Attend at Napa Valley College.

Please read the [Electronic Record and Signature Disclosure](#).  
 I agree to use electronic records and signatures.

[CONTINUE](#) [FINISH LATER](#)

Email: WesleyCrusher@student.NapaValley.edu Current School: Grade Level:

Course Name & Number	Section	Number of Units	Add Code	**Instructor's Signature
Example: MATH 221	76543	5	4-digit	

\* Applicable fees will be assigned at the time of registration. For current fee information visit the Napa Valley College website.

# COMPLETING THE FORM

Fill out all Required areas of the Form,  
& then Sign where indicated.

Please review the documents below. FINISH FINISH LATER

DocuSign Envelope ID: 3DE387CF-8D94-446E-8317-92D026671572

**NAPA VALLEY COLLEGE** Admissions and Records  
2277 Napa-Vallejo Highway, Napa, CA 94558  
707.256.7201  
anrMail@napavalley.edu

### High School Permit to Attend form – Request for Special Admission

Name: Wesley Crusher Phone: (707) 555-1212 Student ID#: 1234567 Term: Fall 20 Date: 5/7/2020 12:18  
Address: 1234 Main Street City: Napa State: CA Zip Code: 94558 Birth Date: 01/01/2004  
Email: WesleyCrusher@student.NapaValley.edu Current School: StarFleet Academy Grade Level: 11

Course Name & Number	Section	Number of Units	Add Code	**Instructor's Signature
Example: MATH 221	76543	5	4-digit	
<u>MATH 232</u>	<u>12345</u>	<u>4</u>		
<u>ENGL 121</u>	<u>45678</u>	<u>3</u>		


\* Applicable fees will be assigned at the time of registration. For current fee information visit the Napa Valley College website.  
\*\* Students who would like to register for Dance or Physical Education courses must request an Add Code the first day of class from the instructor.

#### Student Acknowledgement

I understand that I must:

- Prove that I meet all of the published prerequisites in order to enroll in any course at Napa Valley College. (If submitting a Prerequisite Equivalency form or submitting a Prerequisite Challenge Permit, please bring transcript to validate.)
- Complete the Assessment process if enrolling in math or English classes.
- Follow all college policies and procedures while enrolled at Napa Valley College.
- Enrollment and mandatory fees are waived, however, payment of materials and lab fees may be required, if applicable.
- Enroll in 11 or fewer units of college credit as defined by CA Education Code 73001(d).
- Allow Napa Valley College to release my grades to my high school registrar or district designee.
- Register for classes during Open Registration Priority.

\*\* Students aged 15 years old or younger must get permission from the instructor to enroll in class. Space is provided above for instructor's initials.

Student Signature:  Date: 5/7/2020 12:18

#### Parent Authorization

Powered by **DocuSign** Change Language - English (US) | Copyright © 2020 DocuSign Inc. | v20

Required - Sign Here



# APPROVING A SIGNATURE

**Adopt Your Signature**

Confirm your name, initials, and signature.

\* Required

**Full Name\*** Wesley Crusher **Initials\*** WC

SELECT STYLE DRAW UPLOAD

**PREVIEW**

DocuSigned by: Wesley Crusher E9877800B56B4A7... DS WC

Change Style

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

When the "Sign" button is clicked, you have the option of adjusting aspects of your signature.

You can click the "Change Style" button to select a different font.

**Adopt Your Signature**

Confirm your name, initials, and signature.

\* Required

**Full Name\*** Wesley Crusher

SELECT STYLE DRAW UPLOAD

**PREVIEW**

DocuSigned by: Wesley Crusher E9877800B56B4A7... DS WC

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

Once you're happy with your signature, click "Adopt And Sign" to return to the Document.

ADOPT AND SIGN

CA Education Code 73001(a).  
high school registrar or district designee.

Required - Signature Applied

ission from the instructor to enroll in a class. Space is provided above for

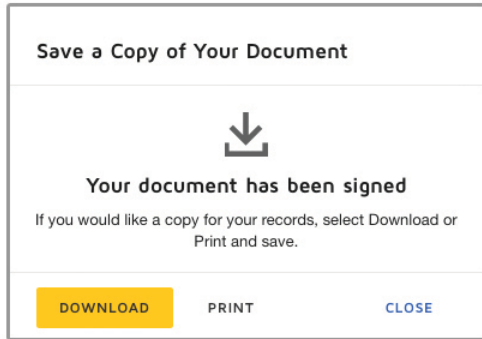
Student Signature: Wesley Crusher Date: 5/7/2020 | 2:18

The Signature has been applied to the Document.

FINISH

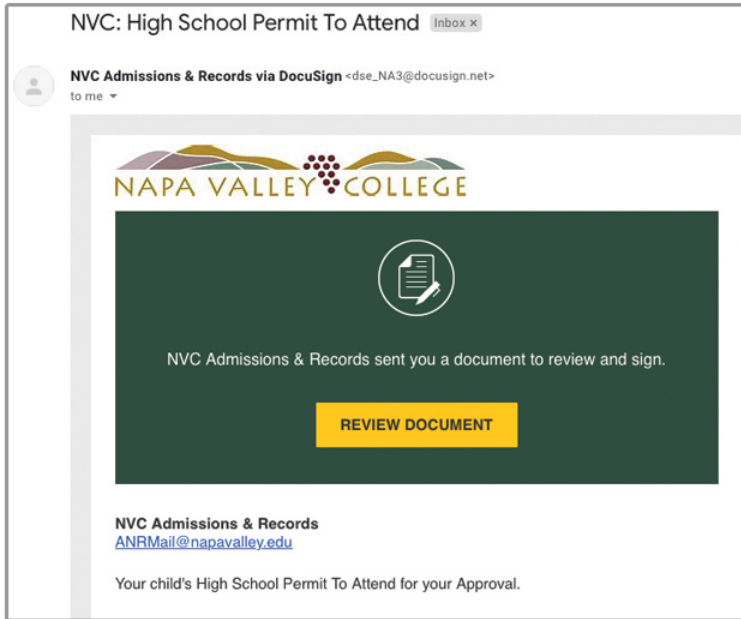
Click "Finish" & you're done!

## SAVING THE DOCUMENT



After clicking the Finish button, you will have the option of saving the Document. It is important to note that once the Document has been processed at NVC, you will receive an emailed copy of the Completed Document, with all signatures.

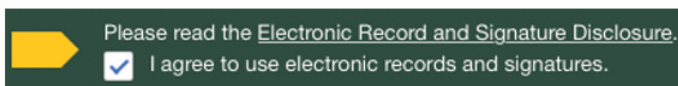
## PARENT: ACCESSING THE DOCUMENT



When using the High School Permit To Attend Form, it is required to have Parent/Guardian permission. After the Student completes the Form, their Parent will receive an email alerting them that their child is requesting to attend Courses at Napa Valley College via a High School Permit To Attend form.

REVIEW DOCUMENT

The Parent will click the "Review Document" button to access the form.



CONTINUE

The Parent will need to check the box to agree to the use of electronic records & signatures, then click the Continue button to access the Document.



# PARENT: REVIEWING THE DOCUMENT

The Parent may look over the Document & ensure that the Courses chosen are appropriate for the Student.

When ready, the Parent can click the Start button to be taken to their Signature area.

Please review the documents below. FINISH FINISH LATER

START

YouSign Envelope ID: 3DE387CF-8D94-446E-8317-92D028671572

**NAPA VALLEY COLLEGE**  
Admissions and Records  
2277 Napa-Vallejo Highway, Napa, CA 94558  
707.256.7201  
anrMail@napavalley.edu

**High School Permit to Attend form – Request for Special Admission**

Name: Wesley Crusher Phone: (707) 555-1212 Student ID#: 1234567 Term: Fall 20 Date: 5/7/2020 | 2:19  
Address: 1234 Main Street City: Napa State: CA Zip Code: 94558 Birth Date: 01/01/2004  
Email: WesleyCrusher@student.NapaValley.edu Current School: StarFleet Academy Grade Level: 11

Course Name & Number	Section	Number of Units	Add Code	**Instructor's Signature
Example: MATH 221	76543	5	4-digit	
MATH 232	12345	4		
ENGL 121	45678	3		

\* Applicable fees will be assigned at the time of registration. For current fee information visit the Napa Valley College website.  
\*\* Students who would like to register for Dance or Physical Education courses must request an Add Code the first day of class from the instructor.

**Student Acknowledgement**  
I understand that I must:

- Prove that I meet all of the published prerequisites in order to enroll in any course at Napa Valley College. (If submitting a Prerequisite Equivalency form or submitting a Prerequisite Challenge Permit, please bring transcript to validate.)
- Complete the Assessment process if enrolling in math or English classes.
- Follow all college policies and procedures while enrolled at Napa Valley College.
- Enrollment and mandatory fees are waived, however, payment of materials and lab fees may be required, if applicable.
- Enroll in 11 or fewer units of college credit as defined by CA Education Code 73001(d).
- Allow Napa Valley College to release my grades to my high school registrar or district designee.
- Register for classes during Open Registration Priority.

\*\* Students aged 15 years old or younger must get permission from the instructor to enroll in a class. Space is provided above for instructor's initials.

Student Signature: Wesley Crusher Date: 5/7/2020 | 2:19

**Parent Authorization**

Powered by **DocuSign** | Change Language - English (US) | Copyright © 2020 DocuSign Inc. | VDR

Students aged 15 years old or younger must get permission from the instructor to enroll in a class. Space is provided above for instructor's initials.

Student Signature: Wesley Crusher

**Parent Authorization**

I, Beverly Crusher, as the parent/guardian of the above-named student, authorize him/her to enroll in the above-named Napa Valley courses. I understand that these courses may contain controversial material that is not appropriate for a college campus, my right to view their record change act in accordance with the Family Educational Rights and Privacy Act (FERPA).

Parent/Guardian Signature: Required - Sign Here Sign

If met with their approval, the Parent will click the Sign button (with the downward-pointing arrow) to Sign - & approve - the Document.

Required - Sign Here

Sign

# PARENT: APPROVING A SIGNATURE

The Parent will also have the option of modifying their signature. Click "Adopt And Sign" when finished.

**Adopt Your Signature** ×

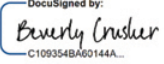

Confirm your name, initials, and signature.

\* Required

Full Name\*  Initials\*

[SELECT STYLE](#) [DRAW](#) [UPLOAD](#)

PREVIEW [Change Style](#)

DocuSigned by:    
C109354BA80144A...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

**ADOPT AND SIGN** [CANCEL](#)

**ADOPT AND SIGN**

Required - Signature Applied

DocuSigned by:   
C109354BA80144A...

Parent/Guardian Signature: \_\_\_\_\_ Date: 5/7/2020 12:21

The Signature has been applied to the Document.


**FINISH**

Click "Finish" & you're done!

## PARENT: SAVING THE DOCUMENT

Save a Copy of Your Document

---



**Your document has been signed**

If you would like a copy for your records, select Download or Print and save.

---

[DOWNLOAD](#)   [PRINT](#)   [CLOSE](#)

The Parent will also have the option of saving the Document. After the Document has been processed at NVC, the Parent will receive an emailed copy of the Completed Document, with all signatures.


# VIEWING THE COMPLETED DOCUMENT

After the Document has been processed at NVC, all Signers will receive an email containing the completed Document with all signatures applied.

This document is now complete. CLOSE

---

DocuSign Envelope ID: 3DE387CF-8D94-446E-6317-92D026671572



**Admissions and Records**  
 2277 Napa-Vallejo Highway, Napa, CA 94558  
 707.256.7201  
 anrMail@napavalley.edu

5/7/2020 | 2:26 PM PDT

---

### High School Permit to Attend form – Request for Special Admission

---

Name: Wesley Crusher Phone: (707) 555-1212 Student ID#: 1234567 Term: Fall 20 Date: 5/7/2020 | 2:19  
 Address: 1234 Main Street City: Napa State: CA Zip Code: 94558 Birth Date: 01/01/2004  
 Email: WesleyCrusher@student.NapaValley.edu Current School: StarFleet Academy Grade Level: 11

Course Name & Number	Section	Number of Units	Add Code	**Instructor's Signature
Example: MATH 221	76543	5	4-digit	
MATH 232	12345	4		
ENGL 121	45678	3		

\* Applicable fees will be assigned at the time of registration. For current fee information visit the Napa Valley College website.  
 \* Students who would like to register for Dance or Physical Education courses must request an Add Code the first day of class from the instructor.

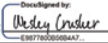
---

#### Student Acknowledgement

I understand that I must:

- Prove that I meet all of the published prerequisites in order to enroll in any course at Napa Valley College. (If submitting a Prerequisite Equivalency form or submitting a Prerequisite Challenge Permit, please bring transcript to validate.)
- Complete the Assessment process if enrolling in math or English classes.
- Follow all college policies and procedures while enrolled at Napa Valley College.
- Enrollment and mandatory fees are waived, however, payment of materials and lab fees may be required, if applicable.
- Enroll in 11 or fewer units of college credit as defined by CA Education Code 73001(d).
- Allow Napa Valley College to release my grades to my high school registrar or district designee.
- Register for classes during Open Registration Priority.


\*\*Students aged 15 years old or younger must get permission from the instructor to enroll in a class. Space is provided above for instructor's initials.

Student Signature:  Date: 5/7/2020 | 2:19  
DocuSigned by: 1397802898AA7

---

#### Parent Authorization

I, Beverly Crusher, as the parent/guardian of the above-named student, authorize him/her to enroll in Napa Valley courses may contain controversial material that is not appropriate for minors. I also understand that as a student taking classes on a college campus, my right to view their record change according to the Federal Educational Rights and Privacy Act (FERPA).

Parent/Guardian Signature:  Date: 5/7/2020 | 2:22  
DocuSigned by: 1397802898AA7

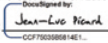
---


#### High School Principal Certification


I, Jean-Luc Picard, certify that the above-named student meets all of the following condition for concurrent admission to Napa Valley College:

- The student is in good academic standing.
- The student will benefit from advanced scholastic or vocational work and has demonstrated adequate preparation in the discipline to be studied.
- The student is unable to take this course at school of attendance or another school within the district.
- The student plans to take this course outside of his/her regular school day (excluding summer session).

\* For summer only: Approval does not exceed five percent of the student at the same grade level outline in CA Education Code 76000/76001.

High School Principal Signature:  Date: 5/7/2020 | 2:24  
DocuSigned by: C277902898AA7

  
 5/7/2020 | 2:26 PM PDT

  
 5/7/2020 | 2:23 PM PDT

---

HighSchoolPermit.pdf 1 of 1

---

Powered by **DocuSign** | [Change Language - English \(US\)](#) | Copyright © 2020 DocuSign Inc. | V2R