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

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

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

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.

After checking the box, the Continue button becomes enabled.
COMPLETING THE FORM

Fill out all Required areas of the Form, & then Sign where indicated.
**APPROVING A SIGNATURE**

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.

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

The Signature has been applied to the Document.

Click "Finish" & you're done!
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.
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.

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

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.
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.

If met with their approval, the Parent will click the Sign button (with the downward-pointing arrow) to Sign - & approve - the Document.
The Parent will also have the option of modifying their signature. Click "Adopt And Sign" when finished.

The Signature has been applied to the Document.

Click "Finish" & you're done!
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.
After the Document has been processed at NVC, all Signers will receive an email containing the completed Document with all signatures applied.