# Kentucky Career Center. Vocational Rehabilitation.Kentucky Office of Vocational Rehabilitation Instructions for completing form OVR 2A

## Instructions

The purpose of the OVR-2A is to provide a parent’s consent and permission for the OVR counselor to take an OVR-2 on a student when the parent cannot attend and provide the consent in person. The completed OVR-2A must be (or must be) received prior to the application meeting.  The OVR-2 and the OVR 2A should be attached or electronically scanned into CMS together.

### Definitions

#### School:

**Definition of School:** Secondary or post-secondary education program the student is currently attending or has intention to attend. The student with a disability has been accepted; accepted the invitation; and the institution has informed the individual that their “spot” is being held for them.

#### Signature:

**Legal guardian** must sign if the student is under 18 or has a court-appointed guardian.

### Instructions

Please use these instructions for DocuSign before sending the form to the parent or the court-appointed guardian:

1. Select Start for quick access to the most common eSignature actions.
2. Select Send an Envelope
3. Use the template of the OVR-2A.
4. Enter the recipient’s name(s) and contact information.
	1. This step enables you to define the workflow. Check the box to be able to set the signing order.
	2. Recipients can receive and sign simultaneously or in a specified order set ahead of time. The parent must fill out the form and then sign it, but the court-appointed guardian only needs to sign it. You can set the parent to edit the form to fill it out and then to sign it, but you only need to set the court-appointed guardian as an in-person signer or just receive a copy so they can add their guardian stamp and sign it after printing off the form.
	3. Press the next button on the bottom right instead of the send button so the signing order and the designated assignments for the form can be set up ahead of time.
	4. Once the order is set, you need to set the preferences as far as the signatures are concerned. The individual can sign the form electronically, in-person, sign with a notary, or with a witness. You can send a message as you send the document. After your order and preferences are set, then select send.
	5. As a sender, you will receive a copy of the completed Document.

### Form Fields

#### Counselor’s Name

Enter OVR Counselor’s Name

#### Permission to use email address

Check the box for whether OVR can use the student’s email or not

#### Legal Guardian or Court-Appointed Guardian

The parent or court-appointed guardian check the appropriate box

#### Student’s Name

Enter the student’s name

#### Social Security Number

Enter student’s social security Number

#### Social Security Insurance (SSI)

Check whether the student has SSI

#### SSI Amount

Enter the social security amount for student

#### Phone Number

Enter the phone number of the student

#### Age

Enter age of student

#### Grade

Enter current grade of student

#### School

Enter the school the student attends

#### IEP or 504 Plan

Check whether the student has an IEP or 504 Plan

#### Signature of Legal/Court Appointed Guardian

The parent or court-appointed guardian signs the form

#### Date of Signature

The parent or court-appointed guardian enters the date of their signature