

DocuSign INFORMATION FOR SLPA INTERNSHIP – Please note!

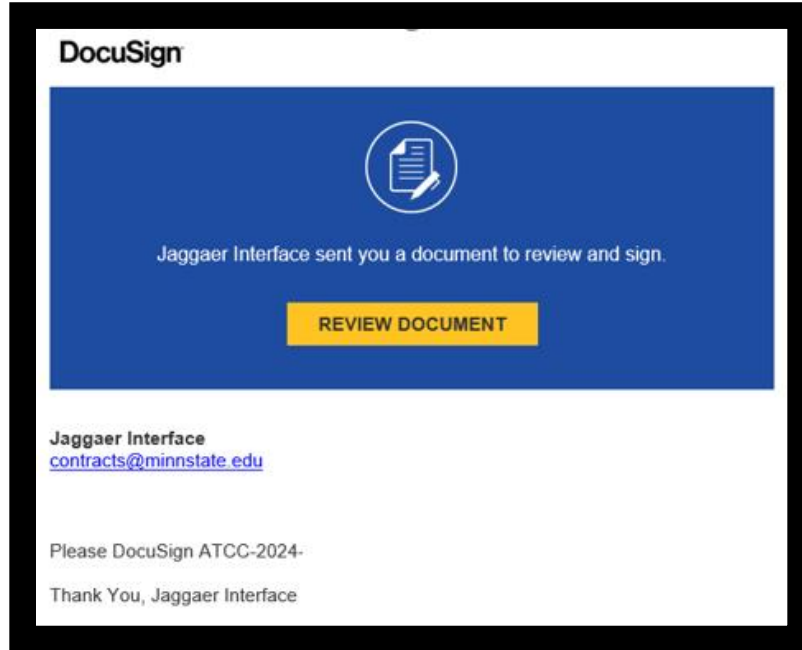
Once the necessary forms have been submitted to ATCC's SLPA Program Director, ATCC's Business Office will proceed to generate the contract agreement. Having this agreement in effect is a prerequisite for our Accounts Payable department to initiate the payment process.

1) Facility or School District Contract Signer

- a. Please watch for an email with this in the subject area.
- b. Here is what the email subject line looks like when individuals receive the DocuSign request

Jaggaer Interface via DocuSign
Signature request on Contract ATCC-2024.

- c. This is what the body of the email will look like



Have inquiries? Feel free to reach out to:

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