

Completing the Special Education Remote Learning Plan in SESIS

Contents

Introduction	1
Completing the Special Education Remote Learning Plan	1
Completing the Student Information	2
Completing the Student Needs	3
Completing the Remote Special Education and Related Services	4
Finalizing, Printing, and Emailing the Special Education Remote Learning Plan	5
Revising a Special Education Remote Learning Plan	7
Logging Parental Outreach	8

Introduction

This training guide provides step-by-step instructions to complete or revise the Special Education Remote Learning Plan, which is used to document the special education program and services that are being delivered remotely to a student. For content guidelines, refer to the Special Education Remote Learning Guidance page on the DOE InfoHub.

Completing the Special Education Remote Learning Plan

- 1. From the Create New Document dropdown menu, select the Special Education Remote Learning Plan.
- 2. Click **Go**.

Create New Document:	(Select)	2 60
➡ Documents for 2019/20	Special Education Remote Learning Plan	1 Date
	Notice of IEP Meeting	
Assessment Planning	Individualized Education Program (IEP)) Tue, 12:38 F

- 3. Enter text in the Label/Comment field, if necessary.
- 4. Click New.

📄 New Special Education Remote Learning Plan	×	
4 New Cancel		
Label/Comment: 3		

Note: The date of the notice will automatically populate with the document's finalization date.

5. The Change Contact Information is preselected to **Primary Contact**, however, may be changed to **Secondary Contact**, if necessary.

Special Education Remote Learning Plan			
Date://			
Dear Parent or Guardian of			
Change Contact Information:* Primary Contact 🔻 5			
Now that your child's school has moved towards a new Remote Learning Model, this Special Education Remote Learning Plan sets out the special education supports that are being provided during the COVID-19 school closure. If you have any questions regarding this plan, you can contact your child's school administration.			

Completing the Student Information

- 1. The English Language Learner Status field automatically populates from the student's profile, and is not editable. However, if the English Language Learner Status, is not indicated, check **Yes** or **No**.
- 2. Verify the **Disability Classification** is accurate, or modify if necessary.
- 3. Indicate if student is eligible to receive special education programs and services during July/August by checking **Yes** or **No.**

STUDENT INFORMATION			
Student Name:	NYC Student ID#:	Student's DOB:	
English Language Learner Status: Yes No 1 Disability Classification: Speech or Language Impairment V			
Student is eligible to receive special education programs and services during July/August: <u>Yes No</u> 3			
Has the parent declined all special education programs and services for July/August 2020? Yes No			

4. Check **Yes** or **No** to the required question: Has the parent declined all special education programs and services for July/August 2020?

When Yes is selected, the message below is displayed. Click **Save**, **Done Editing**, then skip to the Finalizing, Printing, and Emailing the Special Education Remote Learning Plan section of this guide.

Student is eligible to receive special education programs and service for <u>Save, Done Editing</u> <u>Save, Continue Editing</u> Has the parent declined all special education programs and services , July/August 2020? Yes No			
According to our records, you have declined all special education programs and services for July/August 2020. If this is incorrect or you have changed your mind and would like special education programs and services to be provided, please contact your child's teacher, related service provider, or email <u>specialeducation@schools.nyc.gov</u> .			

5. Check **Yes** or **No** to the required question: Did you seek, discuss, consider the parent's input in developing or revising the Special Education Remote Learning Plan, and document the conversation in the SESIS Event Log?

When Yes is selected, continue to step 6.

When No is selected, the following message displays:

Note: See the Logging Parental Outreach section of this guide for detailed instructions.

Did you seek, discuss, and consider the parent's input in developing or revising the Special Education Remote Learning Plan, and locument the conversation in the SESIS Event Log? <mark>⊡Yes ⊠No</mark>	
You are required to make three outreach attempts before completing a Remote Learning Plan without parent consultation. Each outreach attempt nust be documented in the SESIS Event Log, using the "Remote Learning Plan" process stage and indicating the "Log Types" used to attempt contact.	ot

6. Enter date into the required field.

Did you seek, discuss, and consider the parent's input in developing or rev	vising the Special Education Remote
Learning Plan, and document the conversation in the SESIS Event Log?	Yes <mark>No</mark>
We discussed your child's Special Education Remote Learning Plan on concerns about the Remote Learning Plan or request changes at any time by conservice provider, or emailing <u>specialeducation@schools.nyc.gov</u> .	ntacting your child's teacher, related

Completing the Student Needs

1. Check Yes or No to the required question: Does this student use Assistive Technology?

When No is selected continue to step 2.

When Yes is selected, the following fields display:

- a. Complete the required **Please specify** text field.
- b. Check **Yes** or **No** to the required question: Does the student require this technology at home?
- c. Check **Yes** or **No** or **NA** to the required question: Does the student have the technology at home now?

STUDENT NEEDS
Does this student use Assistive Technology?: Ves No Please specify: Vers
a
Does the student require this technology at home? Yes No Does the student have the technology at home now? Yes No NA C C

2. Check **Yes** or **No** to the required question: "Does the student require additional classroom tools to supplement learning at home (e.g., enlarged text, rules pages, graphic organizers)?"

When No is selected continue to next section of guide.

When Yes is selected, the following fields display:

- a. Complete the required **Please specify** text field.
- b. Check **Yes** or **No** or **NA** to the required question: "Does the student have these tools at home now?"

Does the student require additional classroom tools to supplement learning at home (e.g., enlarged text, rules pages, graphic organizers)? Yes No Please specify:	
a	
Does the student have these tools at home now? Yes No NA	23

Completing the Remote Special Education and Related Services

1. Enter the PROGRAM / SERVICE (SPECIFY GROUP SIZE) in the open text field.

Note: A new row, is added as text is entered for the current row. Leave the row blank if the additional row is not needed.

- 2. Select LANGUAGE from the dropdown menu.
- 3. Enter MINUTES PER SESSION in the open text field.
- 4. Enter **SESSIONS PER WEEK** in the open text field.

Note: Use the **Up/Down** arrows to move the position of the rows. Use the **Trash Can** to highlight a row for deletion.



5. Click Save, Done Editing.

Save, Done Editing

Finalizing, Printing, and Emailing the Special Education Remote Learning Plan

1. To finalize, click the guided message Click here to finalize the Remote Learning Plan document.

Note: Alternatively, to finalize the document, when the guided message is no longer displayed on the screen, click the **Set Document** dropdown menu, and then click **Status from Draft to Final**.



- 2. Click Accept.
- 3. Click OK.

Department of Education	Change statu	is of document to	final?	3 ок	Cancel		
Set Docum	ent Status: S	pecial Educ	ation Re	mote Lear	ning Pla	n for	
Change status	from Draft to Fin	al 🔻					
Comments (optional)							11
i≝ Send a Notification Message To	User IDs: 🔍 Loo	k up: <u>Staff User ID</u>	My Mes	ssaging Groups		2 Accept	Cancel

4. Click Send/Print Letter.

Final: Special Education Remote Learning Plan (2019-20)				
🖶 Send/Print Letter Navigate To 👻 More 👻				
 Click "Send/Print Letter" to print the Remote Learning Plan. 				

5. Click **OK** to record sending the letter as an event.



- 6. Complete the Send Letter Event form, if necessary.
- 7. Click Accept/Print.

Letter	Special Education Remote Learning Plan
Event Subject	'Special Education Remote Learning Plan'
Event Description	Letter sent today.
Date And Time Of Event	
Process Type	(none) v
Process Stage	(none) •
Response Type	(none) T
Log Type	(none)
Meeting Type	(none) 🔻
i≊Send a Notification Message To	User IDs: 7 Accept / Print Cancel

8. From the print window, click the **Destination** dropdown menu to select an option that includes the words **Print to PDF** or **Save as PDF**.

Note: The Destination options vary for each web browser. The image below is an example.

Print Sample Pri	nt Window Screen	3 pages
Destination	Save as PDF	•
Pages 8	All	•
Layout	Portrait	-

Note: Selecting the print or save PDF option will prompt you to save the file. For instructional support, refer to the <u>Saving a SESIS document as a PDF file</u> training guide on the SESIS InfoHub page.

9. Attach and email the Special Education Remote Learning Plan PDF to the parent.

Note: When the Special Education Remote Learning Plan is translated into one of the nine DOE languages, the following translated message is displayed at the top of the plan "This document contains information about your child's special education programs and services. If you need assistance to understand it, please contact your child's teacher".

Revising a Special Education Remote Learning Plan

1. From the student's Document list, click on the finalized Special Education Remote Learning Plan.

TIEP 1				
Special Education Remote Learning Plan	Final	04/09/2020 Thu, 03:55 PM	04/09/2020 Thu, 04:00 PM	04/09/2020 Thu, 04:00 PM

- 2. Click the **More** dropdown menu.
- 3. Select Create Revision of This Document.



- 4. Modify the text in the Label/Comment field, if necessary.
- 5. Click Accept.



6. Make the necessary changes and complete any new fields on the Special Education Remote Learning Plan

7. Click Save, Done Editing.

Save, Done Editing

Note: The date of the notice will automatically populate with the document's finalization date.

8. Continue with the steps in the Einalizing, Printing, and Emailing the Special Education Remote Learning Plan section in this training guide.

Logging Parental Outreach

1. Navigate to the Events section of the student's record.

T My P	nome Page	Student:	Annual, Mia (ANNIER	-030) 🗸	
Pr	rofile	Documents	Repository	Events	1(1)
By Year:	(All)	,	More 🔻		

2. Select New Event.

斺 My Home Pag	je	Student:	Annua	al, Mia (ANNIEP	030)	~		
Profile	Do	cuments		Repo	sitory	E	vents		
New Event	2	by Year:	(All)	*	Manual	/Auto:	(All)	-	Search:

3. Complete the applicable Event fields, including the Event Description. Ensure that the Process Stage selected is Remote Learning Plan and the method of outreach, or Log Type, is completed then click **Accept**.

Note: You should link the *Event* to the Special Education Remote Learning Plan.

Event Description	
<u>1</u>	
	h
Date And Time Of Event	
Process Type	(none) V
Process Stage	Remote Learning Plan 🗸
Response Type	[(none) V]
Log Type	Email
Meeting Type	(none) V
Social History Meeting Date	
Parent Principal Meeting	▼
Parent Principal Meeting Scheduled	▼
Evaluation Meeting Status	(none) V
Relinguish Seat Reason	(none)
Additional Comments	
Link event	Special Education Remote Learning Plan (2019-20)
to document	
🗹 Send a	Look up User ID for: Staff
Notification Message To	User iUs.
incodego io	
L	Accept Cancel