How Pre-K Programs Use SESIS to Access Student IEPs

Introduction

This training guide provides guidance to pre-K programs on how to use SESIS to access the Individualized Education Programs (IEPs) of attending students.

Note: Preschool IEPs are managed by the Committee on Preschool Special Education (CPSE); they are developed on paper and then they are uploaded into SESIS as attachments. If you have any questions or concerns about the special education process for a pre-K student, contact the CPSE office for the student’s home district.

1. Click Search and select Students from the dropdown menu.

2. Select Pre-Kindergarten from the Grade dropdown menu.
3. If you are searching for a specific student, you should also enter his/her **NYC ID** and/or the student’s **Last Name** and **First Name**.

4. Click **Search**.

![Search Form](image)

**Note:** Pre-K students with IEPs enrolled at the program will be listed in the search results.

5. Click the **Profile** icon to view student demographic information, or click the **Documents** icon to view the student’s documents. Hard copy preschool IEPs will be uploaded as attachments under **Documents**.