

How Pre-K Programs Use SESIS to Access IEPs for “Turning 5” Students



THE SESIS TEAM | Ensuring all students have access. Together we can!

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Introduction

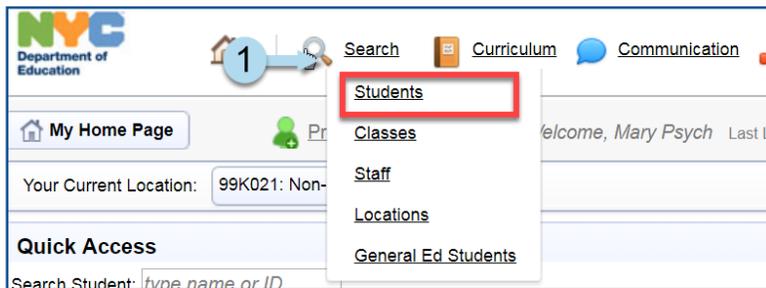
This training guide offers pre-K programs two methods on how to use SESIS to access the preschool Individualized Education Programs (IEPs) of attending students who are transitioning to kindergarten special education (“Turning 5”).

Note: When a student goes through the “Turning 5” process, the attending preschool becomes the “Receiving Location Access” on the SESIS profile page. For questions, email T5CaseManagement@schools.nyc.gov.

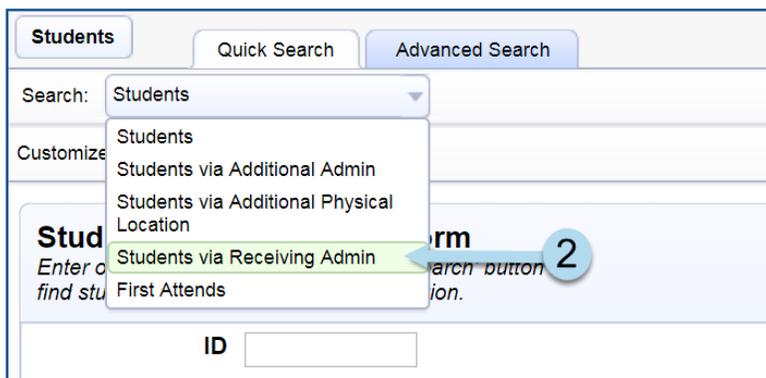
Note: Preschool IEPs are managed by the Committee on Preschool Special Education (CPSE); they are developed on paper and then they are uploaded into SESIS as attachments. If you have any questions or concerns about the special education process for a pre-K student, contact the CPSE office for the student's home district. CPSE contact information can be found at the following URL address: <http://schools.nyc.gov/Academics/SpecialEducation/Help/Contacts/CSECPSE>

To Access a “Turning 5” Student’s Preschool IEP

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



2. From the **Search** dropdown menu, select **Student via Receiving Admin**.



3. Search for a student by entering an **NYC ID**, and/or by the student's **Last Name** and **First Name**.

Search: Students via Receiving Admin

Customize Columns More...

Students - Quick Search Form
 Enter one or more fields and click the 'Search' button to find students with the same field information.

ID

Last Name

First Name

Birth Date Between and (inclusive)

Gender (N/A)

Grade (N/A)

Additional Admin (ID) [lookup](#)

Include Inactive student Profiles

4. Click the **Profile** icon to view student demographic information, or click the **Documents** icon to view the student's documents.

	ID	Last Name	First Name	Gender	Age	Grade
 	001	Annual	Caesar	Male	7	2nd Grade

Note: Hard copy preschool IEPs will be uploaded as attachments under **Documents**.

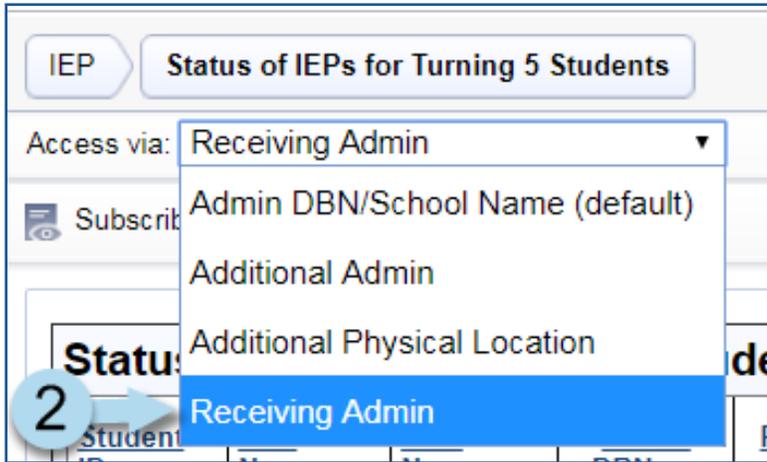
To View All "Turning 5" Students Currently Attending Your Pre-K Program

1. Select the **Status of IEPs for Turning 5 Students** report from the *Reports panel*.

Reports (61)

- ▶ Case Closing
- ▶ Evaluation
- ▼ IEP
 - [IEPs Not Completed by IEP Meeting Date](#)
 - [Mandated Member to be Excused](#)
 - [OSH Physician Reviews Pending Approval](#)
 - [Related Service Recommendations](#)
 - [Status of 1:1 Nursing Referrals](#)
 - [Status of Annual Reviews](#)
 - [Status of Cases Deferred to Central](#)
 - [Status of Home Instruction Referrals - YTD](#)
 - [Status of IEPs for Turning 5 Students](#)
 - [Status of Non- 1:1 Nursing Referrals](#)

2. From the Access via dropdown menu, select **Receiving Admin**.



3. Click on the **Profile** icon to view a student's record.

The screenshot shows the 'Status of IEPs for Turning 5 Students' table. The table has six columns: 'Student ID', 'Last Name', 'First Name', 'Admin DBN', and 'Physical Location DBN'. There are two rows of data. The first row has a folder icon (Profile) in the first column, which is highlighted with a blue circle and the number '3'. The second row also has a folder icon in the first column.

	<u>Student ID</u>	<u>Last Name</u>	<u>First Name</u>	<u>Admin DBN</u>	<u>Physical Location DBN</u>
	T5REVL001	Reeval	Turner	99K021	99K021
	T5REVL002	Reeval	Turner	99K021	99K021