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

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NYC
Department of
Education

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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.
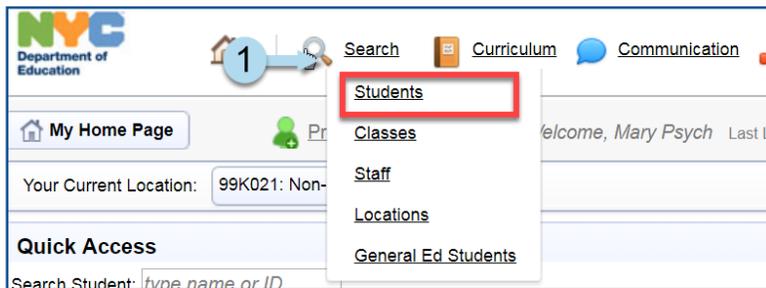
2. From the *Search* dropdown menu, select **Student via Receiving Admin.**
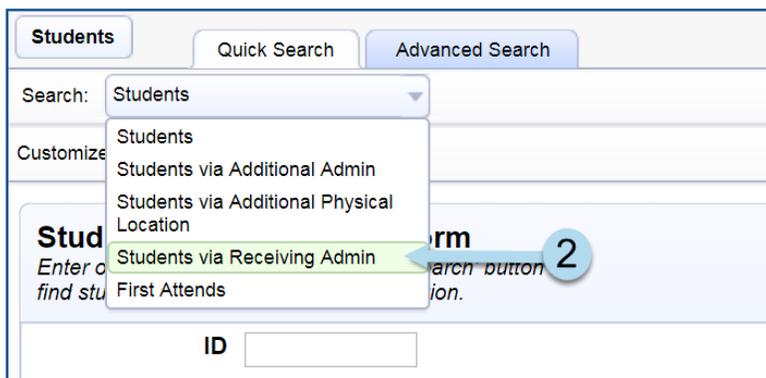
3. Search for a student by entering an **NYC ID**, and/or by the student's **Last Name** and **First Name**.

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

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*.

2. From the *Access via* dropdown menu, select **Receiving Admin**.
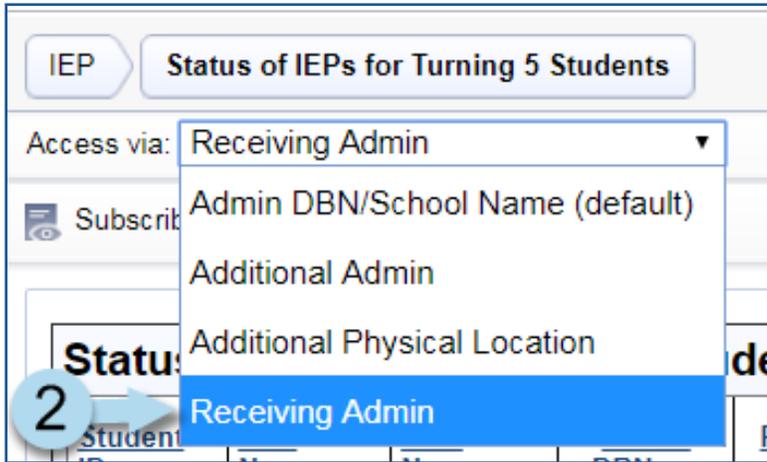
3. Click on the **Profile** icon to view a student's record.