Completing a Service Record for Paraprofessionals

Introduction

This training guide provides instructions for Paraprofessionals to complete a service record for a student in Encounter Attendance.

Overview

Follow the steps below in SESIS to record a past service provided to a student.

1. Log in to SESIS.

2. From the Top Navigation Bar on your Home Page, click Service Capture and select Service Calendar from the dropdown list.

3. Select the student (click to highlight) from your caseload on the left side of the screen for whom you want to record a past service.

4. Click Record Past Services.
The Record Past Services pop-up calendar will display on top of the Service Calendar.

**Note:** Since you are recording a past service, future calendar days will be grayed out.

5. Select the date of service to be recorded and click **OK**.

6. Verify / enter the actual **Start Time** and **End Time** for the session. Modify if necessary.

7. **Service Type** will be pre-populated. If it is not correct, select the correct service type from the dropdown menu.

**Note:** A warning message will display if you select a **Service Type** different from the role you are assigned in SESIS. However, the message will not prevent you from completing the record.

8. Verify the **Language of Service**. Modify if necessary.

9. Verify the **Session Type**. Modify if necessary.

**Note:** Duration will automatically populate depending on the **Start Time** and **End Time** entered.
10. Verify / select the **Grouping** value (Individual or Group). Modify if necessary.

**Note:** When Group is selected, an **Actual Group Size** dropdown menu will display; enter the actual number of students in the group session.

![Grouping dropdown menu](image)

11. Verify / select the **Service Location** from the dropdown list. Modify if necessary.

12. Verify / select the service(s) provided from the **Service Description** dropdown list.

![Service Description dropdown menu](image)

**Note:** Under **Service Description**, indicate the type of paraprofessional you are currently servicing the student as. For example, select **Mobility** if you are the para for a student recommended an **Orientation and Mobility Paraprofessional** or **Special Transportation** for a student recommended a **Transportation Paraprofessional** on their most recent finalized IEP.
13. Select the student’s progress from the Progress Indicator dropdown list.

14. Session notes are optional. You can enter your session notes for the student in the Session Notes text box.

Note: The Previous Session Notes field will populate from the most recent preceding saved service record if the Service Type, Session Type, Grouping, Provider and Student all match.

15. Check the box to certify the service. Certifying a Service Record is equivalent to attaching an electronic version of your signature. All services must be certified, including absences and cancellations.

16. Click Save to save your entries and finalize the service record.

17. After the service capture has been certified and saved, the completed service will appear on the Service Calendar in purple. Double click or right click on the event to view the details.