



Recording 12-Month, Make-up and Recovery Services for Extended School Year

Recording Services for 12-Month Mandates

Steps / Description	SEGIS Image
<p>Select / Verify Mandate Short Description</p> <p>When completing the Encounter Attendance Service Record, the mandate displays in the <i>Mandate Short Description</i> field and should match the mandate from the student's current IEP.</p> <ol style="list-style-type: none"> If the student has multiple mandates for the same <i>Service Type</i>, the <i>Select Mandate</i> pop-up window will display automatically, and you will need to select the appropriate mandate. <p>Note: Verify that the <i>Mandate Term</i> is 12M before selecting.</p>	
<p>Select / Verify Session Type: Service Provided</p> <p>Note: The <i>Session Type</i> is prepopulated with <i>Service Provided</i>.</p> <ol style="list-style-type: none"> Select or verify Service Provided from the <i>Session Type</i> dropdown menu. Complete the rest of the required fields and Certify and Save the record. <p>Note: If this is for 12M make-up services, select Service provided - Make-up from the <i>Session Type</i> dropdown.</p>	

Recording Make-up Services for Expired/Out of Term Mandates

Use the steps below when make-up service was provided for a mandate outside of the current term. For example, when you provided a make-up service during the extended school year for a mandate from the school year.

Steps / Description	SEGIS Image
<p>Select / Verify Mandate Short Description</p> <ol style="list-style-type: none"> If the student has multiple mandates for the same <i>Service Type</i>, the <i>Select Mandate</i> pop-up window will display automatically. Click X to close the window. Check the box Add Expired/Outside Term Mandates. Click the lookup link to display expired or outside term mandates. Select the appropriate mandate. <p>Note: A warning message will display if the Date of Service does not match the term. However, the message will not prevent you from recording the service.</p> <p>The Service Duration you have entered does not match the mandate; Check the accuracy of the Start and End Time.</p> <p>Note: A warning message will display if the Service Duration entered does not match the mandate. However, the message will not prevent you from recording the service.</p> <p>The Date of Service does not match the term (summer vs school year) of the selected mandate. Check to confirm mandate and service date selection.</p>	
<p>Select Session Type: Service provided - Make-up</p> <p>Note: The <i>Session Type</i> is prepopulated with <i>Service Provided</i>.</p> <ol style="list-style-type: none"> To record make-up services, select Service Provided - Make-up from the <i>Session Type</i> dropdown menu. Complete the rest of the required fields and Certify and Save the record. 	

Note: If the mandate you served is not displayed in the *Mandate Short Description* field, check the **Add All Service Types**, **Add Expired/Outside Term Mandates**, and/or **Add Mandates Without/Pending IEP Consent** boxes and click the **lookup** link to display additional mandates.

Mandate Short Description:*

lookup

Add Mandates to the list (Check all that apply and click lookup to view Mandates list):

Mandated Service (IEP/IESP/SP/CSP) Compensatory Services

Add All Service Types Add Expired/Outside Term Mandates Add Mandates Without/Pending IEP Consent

Recording Special Education Recovery Services

Steps / Description	SE SIS Image
<p>Check Compensatory Services Checkbox</p> <p>Note: If the <i>Select Mandate</i> pop-up window displays, click X to close the window.</p> <ol style="list-style-type: none"> Click the Compensatory Services checkbox. <p>Select Session Type: Service Provided – Recovery</p> <ol style="list-style-type: none"> Select Service Provided – Recovery from the <i>Session Type</i> dropdown. Complete the rest of the required fields and Certify and Save the record. <p>Note: Enter “Make-up” in the <i>Notes for this Session</i> text box if this is for make-up recovery services.</p>	<p> <input type="checkbox"/> Mandated Service (IEP/IESP/SP/CSP) <input checked="" type="checkbox"/> Compensatory Services </p> <p>Session Type: (Select) [1]</p> <p>Age of Service: [2]</p> <p>Notes for this Session: Make-up [3]</p>

Encounter Attendance SE SIS Resource Links

Encounter Attendance Guides/Videos
<p>Guides</p> <p>Logging into SE SIS and Viewing your Student Caseload</p> <p>Understanding the Mandate Short Description</p> <p>Encounter Attendance FAQs</p> <p>Encounter Attendance Upgrade Trending FAQs</p> <p>Completing an Encounter Attendance Service Record</p> <p>Completing Past Services for Multiple Students on Multiple Days</p> <p>Special Education Recovery Services for Encounter Attendance</p> <p>Scheduling a Future Service for a Student</p> <p>Role-Specific Resources</p> <p>Completing a Service Record for Speech Providers</p> <p>Completing a Service Record for Occupational Therapy Providers</p> <p>Completing a Service Record for Physical Therapy Providers</p> <p>Videos</p> <p>Completing an Encounter Attendance Service Record</p> <p>Searching for Mandates in Encounter Attendance</p> <p>Scheduling a Future Service for a Student</p> <p>Adding Students to My Students Caseload</p>