



SE SIS Guidance during Blended and Remote Learning FAQs for School and CSE Staff

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Frequently Asked Questions

Q. Which conference documents can be finalized without attaching an attendance page?

A. The following documents can now be finalized without faxing or scanning an attendance page into SESIS.

- Individualized Education Program (IEP)
- Individualized Educational Service Plan (IESP)
- Services Plan (SP)
- Declassification from Special Education Services
- Ineligible for Special Education Services

Note: On the attendance page in SESIS, check *Participated by telephone* next to the name of each IEP team member present in the virtual IEP meeting.

Q. How do I open a parent initiated initial referral?

A. The parent may send an email to the principal, specialeducation@schools.nyc.gov, or may call 311. If a parent sends an initial referral to a teacher or other school staff, it should be forwarded to the appropriate staff member (whether the CSE chairperson, principal, IEP team member, or designee) to open the referral in SESIS.

- Create the Initial Referral document in SESIS, and complete *Notice of Referral: Initial* and the *Procedural Safeguards Notice*
- Upload the Parent Referral (Saved on your computer) into the *Initial Referral* document: Click *Navigate To*, select *File Attachments*, click *Attach files* and upload the Parent Referral
- Verify the parent referral is attached
- Complete the *Fax bypass: Initial Referral Parent* section
- Finalize the *Initial Referral* document
- Print (Save as PDF) and send the *Notice of Referral: Initial* to the parent

Q. Can a parent consent to an initial evaluation via email?

A. After the initial social history is complete, and consent is emailed to the parent, the parent may consent to an evaluation by stating in an email that they consent to have their child evaluated. The parent's consent must be faxed into SESIS to indicate consent for initial evaluation. Refer to the [SE SIS Fax/Scan Guidance during Extended School Building Closure for School and CSE Staff](#) for information on how to ensure the form is faxed into SESIS. A SESIS Event should be created to log the parent's consent. See [Saving Consent for Initial Evaluation as a PDF](#) guide.

Q. Can a parent consent to the initial provision of services via email?

A. After the initial IEP meeting is complete and services are recommended, the IEP team should follow up by sending the PNP and Consent for Initial Provision of Services to the parent via email. A parent may consent by stating in an email that they consent to receive the recommended services identified in the Consent for Initial Provision of Services form. The parent's consent must be faxed into SESIS to indicate consent to the initial provision of services. Refer to the [SEIS Fax/Scan Guidance during Extended School Building Closure for School and CSE Staff](#) for information on how to ensure the form is faxed into SESIS. A SESIS Event should be created to log the parent's consent. See [Saving Consent for Initial Evaluation as a PDF](#) guide.

Q. Can a parent consent to additional assessments via email?

A. After Consent for Additional Assessments is emailed to the parent, the parent may consent for additional assessments by stating in an email that they consent to the evaluation. Refer to the [SEIS Fax/Scan Guidance during Extended School Building Closure for School and CSE Staff](#) for information on how to ensure the form is faxed into SESIS. A SESIS Event should be created to log the parent's consent. See [Saving Consent for Initial Evaluation as a PDF](#) guide.

Q. What should the projected beginning/service dates for IEP implementation be following an IEP meeting conducted during this period of blended and remote learning?

A. The projected beginning/service date should be indicated in the same manner and with the same considerations as if school were in session. In most cases, the programs/services should commence immediately. If it is not in the student's best interest to immediately implement the recommendation, the IEP team can consider deferring placement. See the [SOPM](#) on page 74 for more information.

Q. How do I open a parent-initiated request for reevaluation?

A. A parent-initiated reevaluation should be opened by creating the Request for Reevaluation document and then completing the PWN- Reevaluation and the Procedural Safeguards Notice. See guidance: [Completing a Request for Reevaluation from a Parent](#).

- Upload the Referral: Click Navigate To, select File Attachments, click Attach files and upload the Parent Referral
- Verify the referral is attached
- Complete the Fax bypass: Req. for Reeval - Parent/External section
- Finalize the Request for Reevaluation document
- Create and complete the PWN – Reevaluation to send to the parent

Q. How do I proceed with a process that requires faxing (e.g., Consent for Initial Evaluation and Consent for Initial Provision of Services) when I do not have access to a fax machine or ATS scanner?

A. Some documents in SESIS include a "Fax bypass" function, which allows IEP teams to enter the required information from external documents into SESIS and proceed with special education processes without faxing or scanning documents into the system. Staff without access to a fax machine should complete the Fax bypass for the following SESIS documents:

- Initial Referral (Parent Referral)
- Request for Reevaluation (Referral)
- Social History Package (Consent for Initial Evaluation and Home Lang. Identification Survey)
- Prior Notice Package for Placement (Consent for Services – Initial and other sections as needed)

- Prior Notice Package for Placement/Parentally Placed (Consent for Services – Initial and Ack. Of Services – Annual/Reevaluation)

Fax bypass is not available for the following documents, use the designated workaround.

- IEP Attendance Page: You can finalize the IEP without faxing/scanning the Attendance Page into SESIS
- Consent for Additional Assessments for the *PWN – Reevaluation*, *PWN – Additional Reevaluation*, *Mandated Three Year Reevaluation*, or *PWN – Parent Request for Additional Assessments*: log two unique outreach attempts in the Events Log linked to the respective document

Documents that must be faxed/scanned: For documents that require faxing to move forward with a process but do not have Fax bypass functionality or a designated workaround, every attempt must be made to fax/scan SESIS documents using the school fax machine or ATS scanner. The fax email inbox may be used **only** when the entire IEP team has approved medical accommodations and/or is working remotely. Immediately send external documents to the applicable email inbox: For D.1-32, use publicschoolfaxrequest@schools.nyc.gov and for CSEs 1-10, use csefaxrequest@schools.nyc.gov. When forwarding a fax request, be sure to include the **student's name, NYCID #, DOB, public school DBN or CSE**, and a **PDF version of the corresponding Fax Coversheet**.

Important: Every attempt must be made to fax/scan SESIS documents using the school fax machine or ATS scanner. The fax email inbox may be used **only** when the entire IEP team has approved medical accommodations and/or is working remotely.

Q: Can teams move forward with IEP meetings for cases (initials, reevaluations, three year reevaluations, and T5s) if the case is missing evaluations, progress reports, and/ or observations?

A. All cases may be conferenced if sufficient information has been collected to make a decision regarding a special education program or a related services recommendation. Teams may hold an IEP meeting without all reports received and make decisions, provided that the information missing is not so critical that a determination cannot be made without it. As additional reports become available, another IEP meeting should be held, taking the new information into account.

Q. What should I do if the Home Language Identification Survey (HLIS) is not in the student's SESIS profile or not appearing in the document library?

A. For public school cases, the HLIS is visible on the student's SESIS profile. If it is not on the student's SESIS profile, it must be coordinated with the school administration or their designee for input into ATS.

For CSE cases, if the Home Language Identification Survey (HLIS) has not been completed, upload the HLIS as a File Attachment to the Social History Package, then complete the Fax Bypass: Home Lang. Identification Survey section of the Social History Package before finalizing.

Q. Is it acceptable to email the Procedural Safeguards Notice to the parent?

A. Yes, the Procedural Safeguards Notice should be sent as a PDF to the parent via email, when possible. See [Saving a SESIS Document as a PDF](#).

Q. Which documents must be faxed into SESIS to proceed with a process?

A. The following documents must be faxed/scanned into SESIS and appear as attachments:

- Request for Additional Reevaluation: Referral
- Agreement for Additional Reevaluation: PWN – Additional Reevaluation when the source of the referral is not the parent
- Waiver of IEP Meeting to Amend IEP: Parent Permission to Waiver of IEP Meeting to Amend IEP
- Request for Waiver of Mandated Three Year Reevaluation: Parent Permission to Waive Mandated Three Year Reevaluation Parental Agree/Disagree
- Parent request to conduct additional assessments (fax/scan this request into the PWN – Reevaluation, PWN – Additional Reevaluation or Mandated Three Year Reevaluation to be able to create the PWN – Parent Request for Additional Assessments document)
- State Supported School Acceptance – 4201: State Supported School Acceptance – 4201 Letter

Q. Will documents be finalized by the designated staff completing the faxing or scanning of documents?

A. No, all documents will need to be finalized by the IEP team.

Q. Should I store documents that have been faxed or scanned into SESIS?

A. No, you should work with your school to ensure external documents are faxed, scanned, or uploaded as a file attachment into SESIS and are correctly attached.

Working From Home (WFH)

Q. How should I send documents (e.g., Notice of IEP Meeting, IEP, PWN for Placement) to parents?

A. Send documents to parents as PDF attachments via email after getting the parent's consent to receive documents via email (unless the parent has requested another communication platform) or obtain permission from the parent by completing the "[Consent for Use of Electronic Mail](#)" document. If the parent hasn't provided consent or refuses to provide consent, you must send the documents by mail or work with your school to send by mail.

See [Guidance on Saving a SESIS Document as a PDF](#) for instructions on saving documents as PDFs to send to parents via email. When sending documents to parents, be sure to encrypt the email. In Outlook, this can be done by selecting "Encrypt" either at the top of the email window or in the lower right menu before sending the email.

Q. Is electronic consent required to send SESIS documents (IEPs, notices, etc.) to a parent?

A. If you do not have a parent's consent to send special education materials electronically, you should request consent for electronic communication. Consent for electronic communication can be requested by email as follows: "Do I have your permission to use this email address to send documents and information about [child's name]?"

Create an Event in SESIS, indicating that the parent consented to electronic communication. If the parent returns signed electronic consent, the document should be uploaded as a file attachment

to Documents Related to Referral with a label of "Consent for Electronic Communication." Or obtain permission from the parent by completing the "[Consent for Use of Electronic Mail](#)" document.

Q. What if teams do not have the parent's email address?

A. If you have reached the parent by phone, ask if they have access to email or if there is another email address at which they can receive emails. If the student is a remote learner, they may be able to use the student's device to access an email account. If all attempts to reach the parent are unsuccessful, follow the procedures outlined in the [Standard Operating Procedures Manual \(SOPM\)](#).

Q. What is an example of a secure location to store documents while working from home?

A. Documents may be stored:

- On the DOE server, if you have access to VPN
- On an encrypted thumb drive
- If you do not have access through the VPN, you should save the documents in a private folder on your personal computer to be deleted as soon as school is back in session. Documents may be uploaded to a DOE One Drive folder for storage.

Q. Can a parent's request to revoke consent for special education services be processed remotely?

A. Yes. To process a revocation of consent, the Fax bypass for the Case Closing document with Parent Revocation of Consent as the case closing reason must be completed. A parent's email confirming their revocation is acceptable and should be uploaded into SESIS. See SOPM for information on parental revocation.