Provider Assignment: Terminating Services for a Student Receiving Services (Independent SETSS Teachers)

Introduction

This training guide provides the independent SETSS teacher with the steps to follow to terminate services for a mandate after the student is already receiving services.

Process Steps

1. Click the **Provider Assignment** link on the SESIS Home Page.

![1. Provider Assignment](image1)

2. Click the **Receiving** tab in **Provider Assignment**.

![2. Receiving Tab](image2)

3. Click the **Receiving SETSS Auth.** sub-tab.

![3. Receiving SETSS Auth.](image3)
Note: Search for the student’s mandate row, if necessary.

a. Open the Search panel by clicking **Search** in the upper right corner.

![Diagram showing how to open the Search panel](image1)

b. Enter the student’s NYC ID number in the **Student NYCID** field or the student’s name in the **Student First Name** and **Student Last Name** fields.

c. Click **Search**.

![Diagram showing the search panel and how to enter information](image2)

4. When you locate the student’s mandate row, **check** the box next to the student’s ID number.

![Diagram showing the mandate row and how to select the box](image3)

5. Click **Terminate**.

![Diagram showing the terminate button](image4)
6. The Terminate Provider window will open. Select a reason for the termination from the Reason dropdown menu.

7. Enter a termination date in the Termination Date field.

8. Click OK at the bottom of the page.

9. A message appears at the top of the page confirming that you have successfully terminated the mandate for this student.

**Note:** After terminating, the mandate’s Assignment Status will change to Pending 5 School Day Notification or Pending Termination, depending on the reason chosen when terminating. After these five days, the mandate row is moved to the Awaiting tab under the Awaiting SETSS Auth. sub-tab, and the Assignment Status is listed as Auth. for Ind. SETSS Tchr Revoked.

If the mandate has a First Attend Date and is terminated, it will remain under the Receiving SETSS Auth. sub-tab with an Assignment Status of Terminated.