



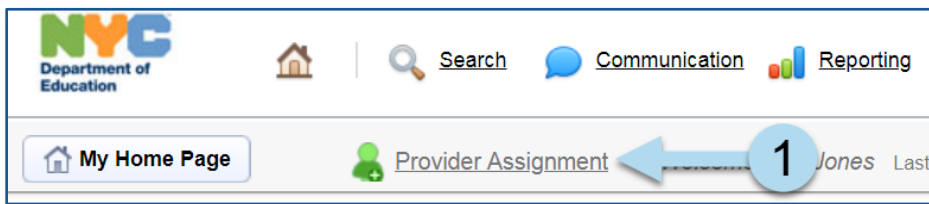
# Provider Assignment: Terminating Services for a Student Receiving Services (Independent SETSS Teachers)

## Introduction

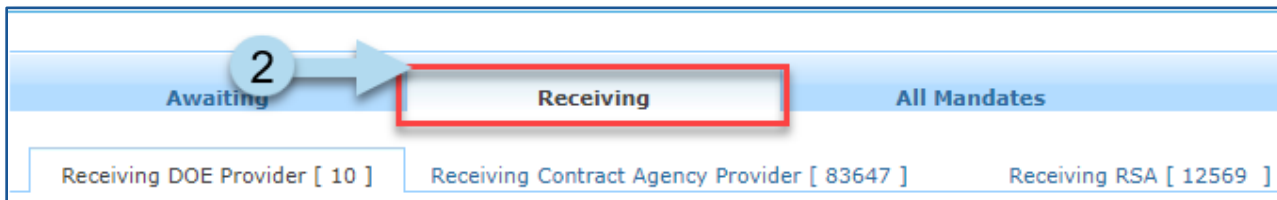
This training guide provides the independent SETSS teacher with the steps to follow to terminate services for a mandate after the student is already receiving services.

## Process Steps

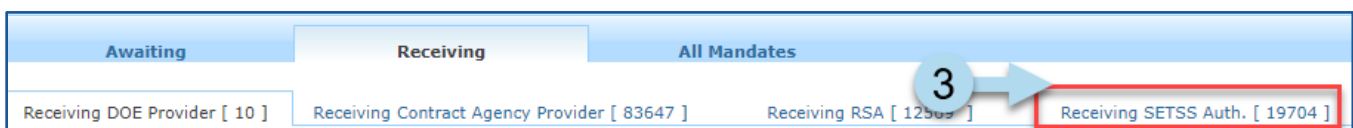
1. Click the **Provider Assignment** link on the SESIS Home Page.



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

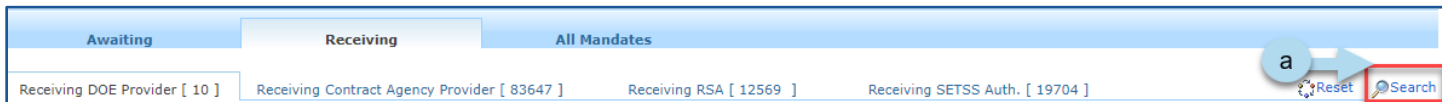


3. Click the **Receiving SETSS Auth.** sub-tab.



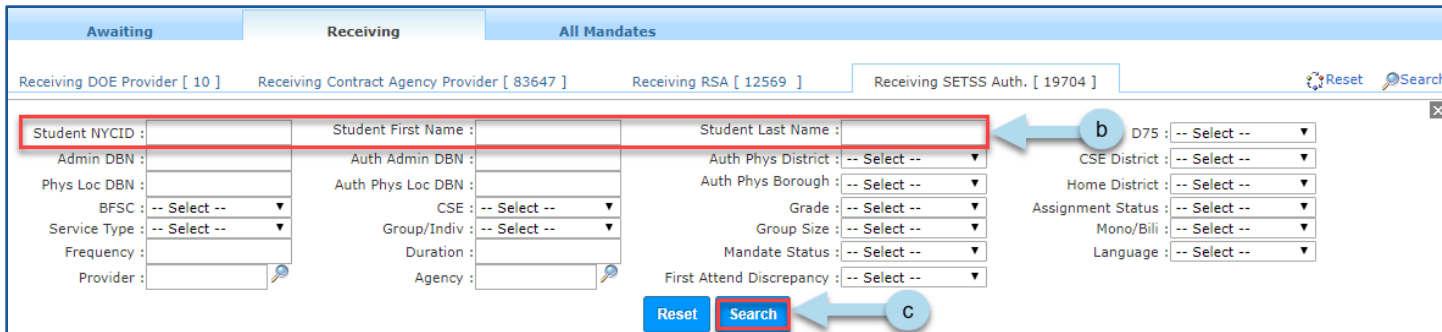
**Note:** Search for the student's mandate row, if necessary.

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



- 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.

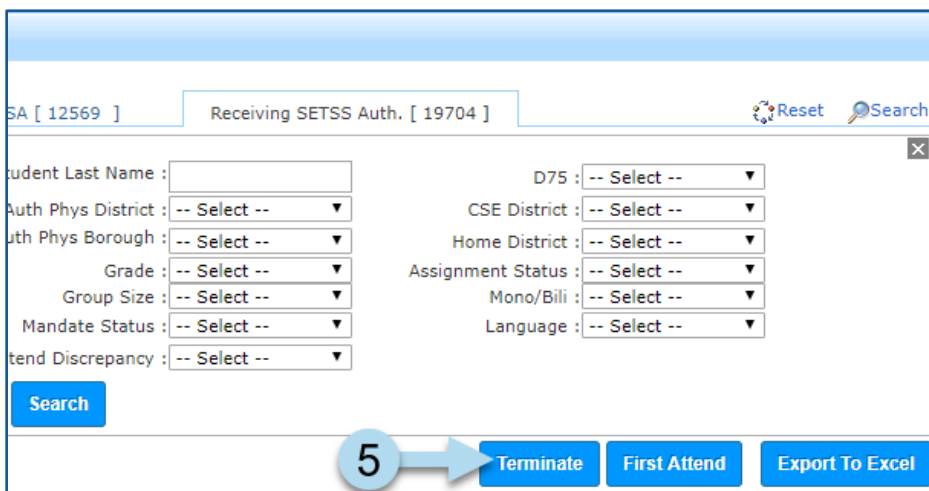
- c. Click **Search**.



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

	Select All <input type="checkbox"/>	Student NYCID	Last Name	First Name	Date of Birth	Admin DBN	Phys Loc DBN	D75	District
	<input type="checkbox"/>	824831037	B	D	07/08/1997	84K730	84K730	N	84
	<input type="checkbox"/>	651600015	S	Y	10/24/2008	20KALD	20KALD	N	20
	<input checked="" type="checkbox"/>	700499190	N	E	01/20/2011	84K895	84K895	N	84
	<input type="checkbox"/>	724383729	M	K	06/21/2010	84M386	84M386	N	84

5. Click **Terminate**.



- The *Terminate Provider* window will open. Select a reason for the termination from the *Reason* dropdown menu.
- Enter a termination date in the *Termination Date* field.

New Awaiting Line	Student NYCID	Last Name	First Name	Provider	Reason	Other Reason	Termination Date
<input checked="" type="radio"/> YES	824831037	B	D	Sacha Dent	-- Select a reason --		MM/DD/YYYY

- Click **OK** at the bottom of the page.



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

Provider was terminated.

**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*.