

Training Resources for Counseling Services

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Introduction

Follow the instructions and links below to access the Special Education Student Information System (SE SIS) Website where you will find training and support resources that focus on the following topics:

Getting Started

The SE SIS Website provides you with training guides, learning videos, checklists, Frequently Asked Questions (FAQs) and other training materials to assist you in learning the SE SIS application.

If you are not logged into the NYCDOE network, start [here](#). You will be prompted to enter your NYCDOE Outlook User ID and password.

SE SIS Navigation

Click the links below to access videos and guides that will help you navigate through SE SIS.

Videos:

[Navigating the SE SIS Website](#) (2:14)

[Basic Navigation](#) (5:54)

[Working with Documents in SE SIS](#) (6:27)

[How to Run an Advanced Report in SE SIS](#) (1:39)

[How to Run a Standard Report in SE SIS](#) (2:04)

Guides:

[Basic Navigation in SESIS](#)

[Working with Documents in SESIS](#)

Encounter Attendance

The Encounter Attendance page of the SESIS Website provides you with videos, training guides and Frequently Asked Questions (FAQs). Below is a list of the suggested videos and documents for you to view.

Videos:

[Adding Students to My Students Caseload](#) (2:02)

[Removing a Student from My Students Caseload](#) ((0:58)

[Recording a Completed Encounter Attendance Session](#) (4:13)

[Scheduling a Future Encounter Attendance Session](#) (3:32)

Guides:

[Creating and Managing Caseload Groups](#)

[How to Complete a Service Record for Counseling Services](#)

[Frequently Asked Questions \(FAQs\)](#)

Measurable Annual Goals

This short video demonstrates how to report progress in a finalized IEP for measurable annual goals that are aligned to the services you are providing to students.

[How to Report Progress towards Goals on a Student's Finalized IEP](#)