

Uploading Documents Related to Referral, Assessment, IEP, or Placement

Introduction

This training guide provides instructions for uploading documents related to Referral, Assessment, IEP, or Placement in SESIS, when applicable. Uploading will transfer the document file from your computer directly to the SESIS document template and appear as an attachment.

Note: This is only to be used in certain circumstances when directed to upload documents related to a process in SESIS and does not replace faxing/scanning. In this guide, *Documents Related to IEP* will be shown as an example.

- 1. From the student's *Documents* section in SESIS, click the **Create New Document** dropdown menu, and select **Documents Related to IEP** under the IEP section.
- 2. Click Go.

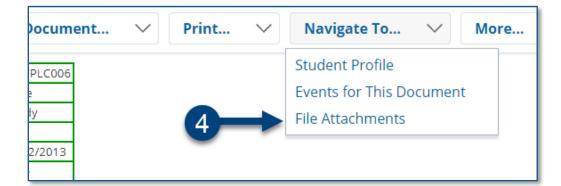
Note: If uploading a document related to another process in SESIS, find the *Documents Related to...* option in the dropdown menu under the corresponding process.

Create New Document:	(Select)	\sim	Go
	Documents Related to Assessment	Î	
Documents for 20	IEP		<u>Fina lizat</u>
✓ Referral	Program Adaptations Document (PAD)		
	RS Adaptations for Blended and Remote Learning		2
📄 Request for Reeval	Notice of IEP Meeting		07/24/2020
✓ Assessment	Individualized Education Program (IEP)		
Assessment	Place Student in LRE		
🚊 Assessment Planni	Behavioral Intervention Plan		07/26/2020
	Waiver of IEP Meeting to Amend IEP		
V IEP	Documents Related to IEP		
📄 Individualized Educ	Notice of IEP Amendment/Reconvene		

3. Add a Label/Comment if appropriate. Click New.

New Docur	nents Related to IEP	×
Label/Comment:		
	additional setti	ngs >>
		ancel

4. From the Navigate To dropdown menu, select File Attachments.



5. Click Attach Files.

Attach File(s)	— 5
File Attachmen	ts

6. Click **Select** to choose the document from your computer.

File(s) to Upload	Select	Drop Files Here	
	File Size Limit: 30M	1B	
6		Upload File(s)	Cancel

Note: You can also upload a file by dragging it from your desktop into the Drop Files Here option.

7. Locate and select the document file to be uploaded from your computer. Click **Open**.

Note: It is best to practice uploading as a PDF file.

Desktop >	✓ ← Search Desktop
Organize 🔻 New folder	:= - []
* Favorites Desktop Besktop Recent Places Downloads Oc Teative Cloud Fi Documents Music Pictures Videos	
Local Disk (C:) File name: Home Exercise Program	✓ All Files
	7 Open Cano

8. Click Upload Files(s).

File(s) to Upload	Home Exercise	e Program.pdf 🗙		
	Select		Drop Files Here	
	File Size Limit: 30N	ИВ		
		8→	Upload File(s)	Cancel

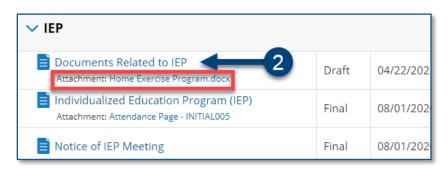
Finalizing the Document

1. Click the student's name in the upper left of your screen to return to the student's documents to verify that the document is attached.

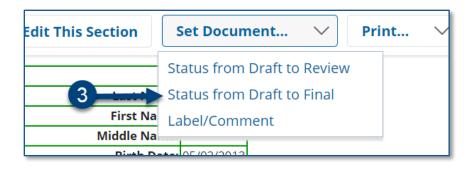
Allie Placed (INITIAL005) > Documents > Draft Documents Related to IEP > File A				
Attach Fi	le(s)			
File Attachments				
Document Draft Documents Related to IEP for Allie Placed (INITIAL005)				
	File Name	File Size	Uploaded By	Modify File
业	Home Exercise Program.docx	12k	ELETEACH05 (Molly Teach)	

2. Click **Documents Related to IEP** to open the document.

Note: If finalizing a different document, click to open. *Documents Related to IEP* is shown as an example.



3. From the Set Document dropdown menu, select Status from Draft to Final.



4. Click Accept.

(optional)	
🚪 Send a	User IDs: Look up: Staff User ID My Messaging Groups
Notification Message To	
	4 Accept Cancel

5. Click OK.



6. The status of the document is now set to Final.

