



Viewing Student and Staff Service Records in SESIS (for Supervisors)

Contents

- Introduction 1
- Viewing a Student’s Service Record..... 1
- View a Staff User’s Service Record 4

Introduction

This training guide provides instructions to view student and staff service records for supervisors, principals and assistant principals.

Viewing a Student’s Service Record

1. From the *Search* menu, select **Students**.



2. Type the student's *First* and *Last Name* or *ID* and click **Search**.

Students - Quick Search Form
Enter one or more fields and click the 'Search' button to find students with the same field information.

ID

Last Name

First Name

Admin DBN/School Name (ID) lookup

Additional Admin (ID) lookup

Birth Date Between and (inclusive)

Gender (N/A) ▾

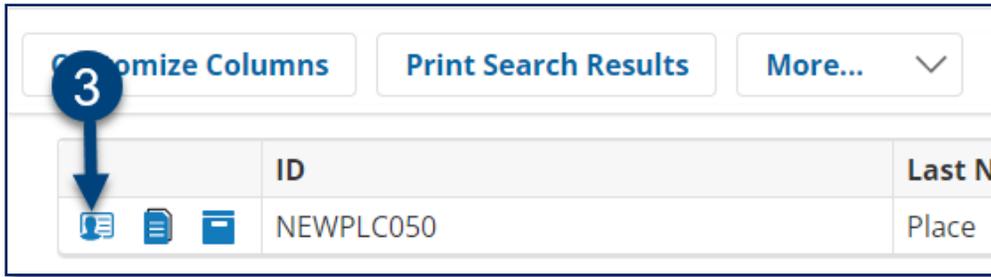
Grade (N/A) ▾

Receiving Admin (ID) lookup

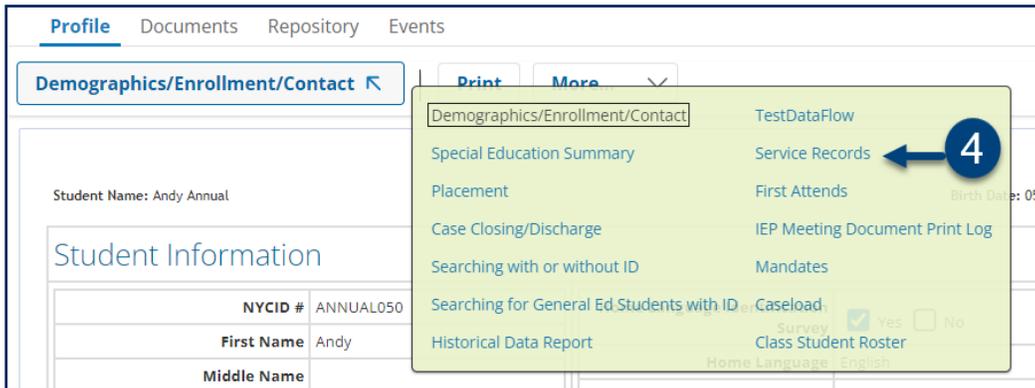
Include Inactive Student Profiles

2 ↓

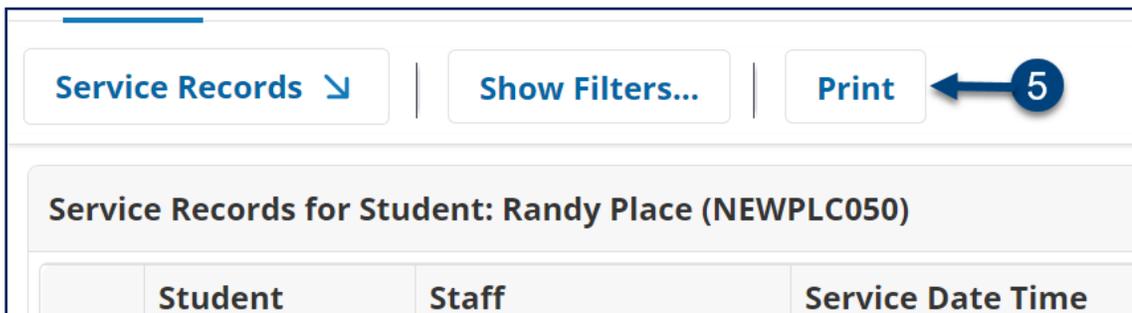
3. Click the **profile** icon.



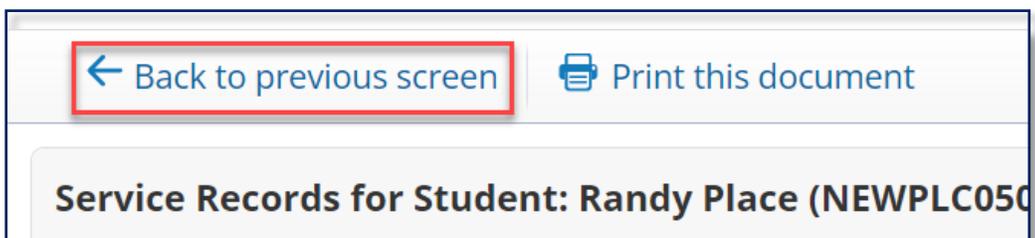
4. Hover over the *Demographic/Enrollment/Contact* section arrow to display the fly-out menu and select **Service Records**.



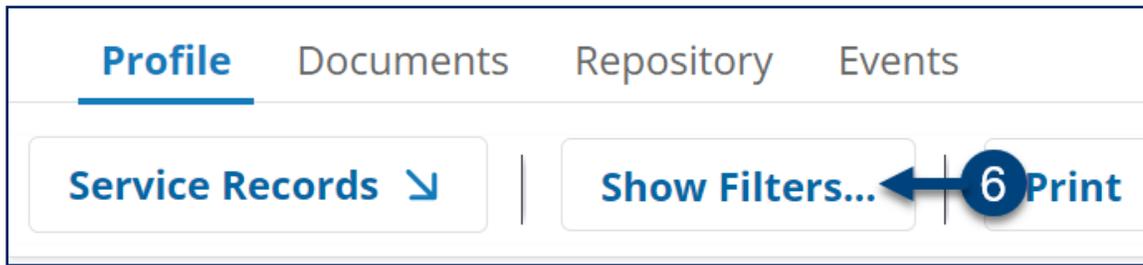
5. Click **Print** for a complete list of service records for the student.



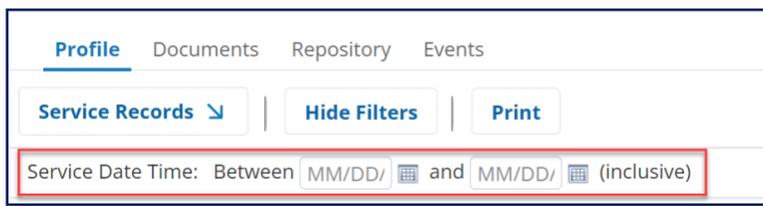
Note: Click **Back to previous screen** after printing to return to the *Service Records*.



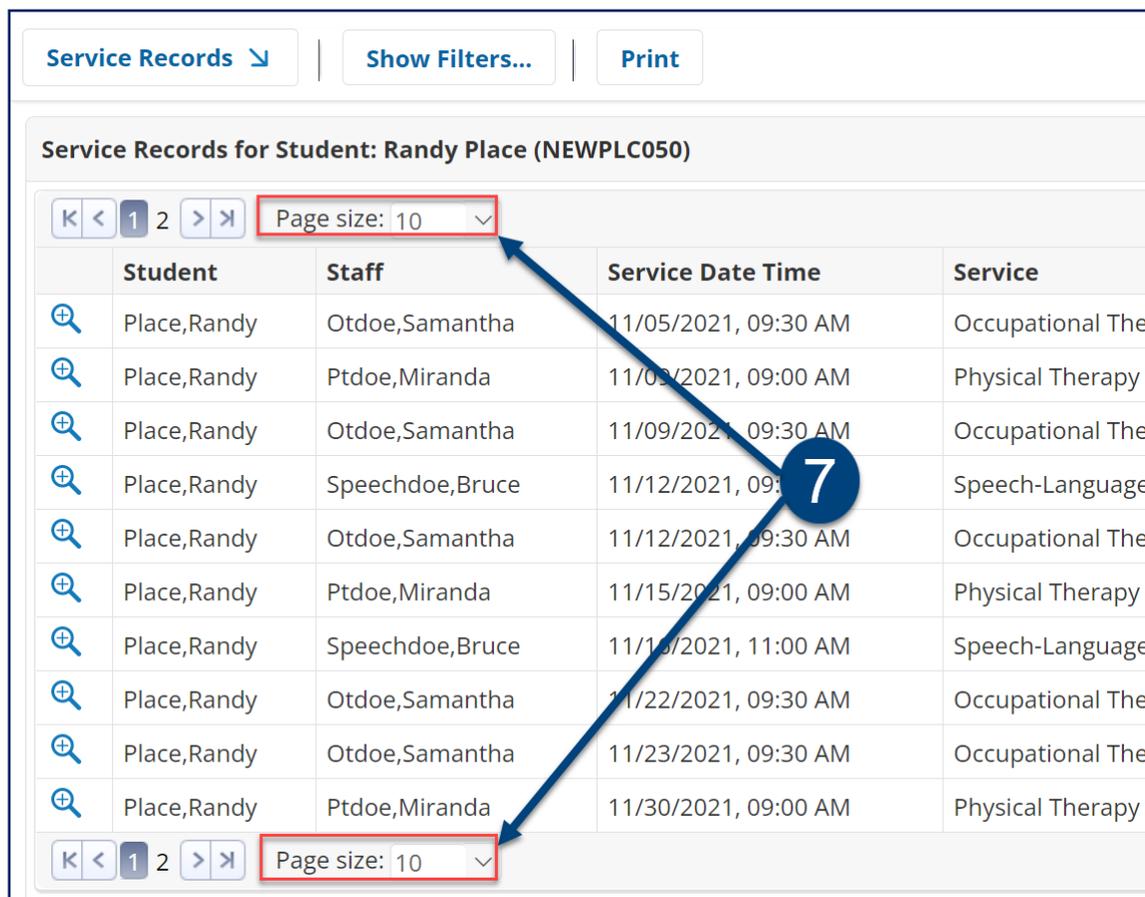
6. Click **Show Filters** to sort records by *Service Date Time*.



Note: By clicking *Show Filters* a *Service Date Time* field appears, allowing the user to filter by *Service Date Time*. Click **Hide Filters** to hide the *Service Date Time* field.



7. Change the default page size from 10, 20 or 50 records by selecting from the *Page size* dropdown menu at the top or bottom of the page.



- Click the **magnifying glass icon** on the left of a student's name to view the selected service record.

Service Records for Staff: Bruce Speechdoe (SPEECHDOE50)

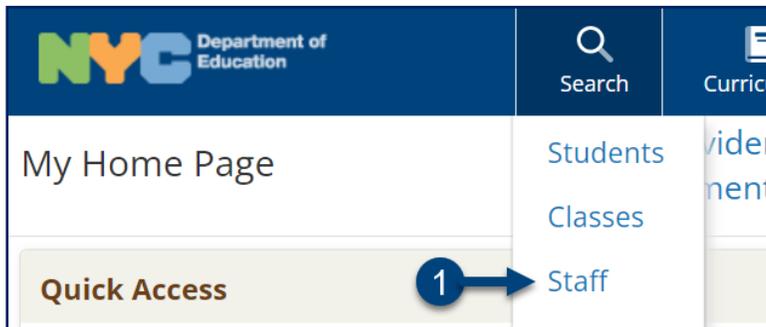
Page size: 10 | 12 items in 2 pages

| Student | Staff | Service Date Time | Service | Duration Minutes | Completed |
|-------------|-----------------|----------------------|-------------------------|------------------|-----------|
| Place,Randy | Speechdoe,Bruce | 11/22/2021, 09:00 AM | Speech-Language Therapy | 30 | Yes |
| Place,Randy | Speechdoe,Bruce | 11/23/2021, 09:30 AM | Speech-Language Therapy | 30 | Yes |
| Place,Randy | Speechdoe,Bruce | 11/24/2021, 09:30 AM | Speech-Language Therapy | 30 | Yes |
| Place,Randy | Speechdoe,Bruce | 11/29/2021, 09:30 AM | Speech-Language Therapy | 30 | Yes |
| Place,Randy | Speechdoe,Bruce | 11/29/2021, 01:30 PM | Speech-Language Therapy | 30 | Yes |
| Place,Randy | Speechdoe,Bruce | 11/30/2021, 09:00 AM | Speech-Language Therapy | 30 | Yes |
| Annual,Andy | Speechdoe,Bruce | 11/30/2021, 12:00 PM | Speech-Language Therapy | 30 | Yes |
| Place,Randy | Speechdoe,Bruce | 12/01/2021, 11:00 AM | Speech-Language Therapy | 30 | Yes |
| Place,Randy | Speechdoe,Bruce | 12/02/2021, 11:00 AM | Speech-Language Therapy | 30 | Yes |
| Place,Randy | Speechdoe,Bruce | 12/03/2021, 11:00 AM | Speech-Language Therapy | 30 | Yes |

Note: The service records are sorted in ascending order on the *Service Records* list. A value of “Yes” in the *Completed* column indicates that the record has been certified by the service provider. A value of “No”, indicates the service provider saved the record to be completed and certified at a later date/time.

Viewing and Printing a Staff Member's Service Records

- From the *Search* menu, select **Staff**.



2. Under the *Staff-Quick Search Form*, enter the staff member's information such as *First Name*, *Last Name*, or staff *ID*, and then click **Search**.

Staff - Quick Search Form
Enter one or more fields and click the 'Search' button to find staff with the same field information.

ID

Last Name

First Name

Works At (ID) lookup

Language (N/A)

Position (N/A)

Provider Type (N/A)

Caseload (ID) lookup

Include Inactive Staff Profiles

Search

3. Click the **profile icon**.

| | ID | Last Name | First Name |
|--|-------------|-----------|------------|
| | SPEECHDOE50 | Speechdoe | Bruce |

4. Hover over the *Main* section arrow to display the fly-out menu and select **Service Records**.



5. Click **Print** to print a complete list of service records for the staff member.
6. Click **Show Filters** to filter records by *Service Date Time*.
7. Change the default page size from 10, 20 or 50 records by selecting from the *Page size* dropdown menu at the top or bottom of the page.

Note: Click the **magnifying glass icon** on the left of a student's name to view the selected service record. A value of "Yes" in the *Completed* column indicates that the record has been certified by the service provider.

| Student | Staff | Service Date Time | Service | Duration Minutes | Completed |
|-------------|-----------------|----------------------|-------------------------|------------------|-----------|
| Place,Randy | Speechdoe,Bruce | 11/22/2021, 09:00 AM | Speech-Language Therapy | 30 | Yes |
| Place,Randy | Speechdoe,Bruce | 11/23/2021, 09:30 AM | Speech-Language Therapy | 30 | Yes |
| Place,Randy | Speechdoe,Bruce | 11/24/2021, 09:30 AM | Speech-Language Therapy | 30 | Yes |
| Place,Randy | Speechdoe,Bruce | 11/29/2021, 09:30 AM | Speech-Language Therapy | 30 | Yes |
| Place,Randy | Speechdoe,Bruce | 11/29/2021, 01:30 PM | Speech-Language Therapy | 30 | Yes |
| Place,Randy | Speechdoe,Bruce | 11/30/2021, 09:00 AM | Speech-Language Therapy | 30 | Yes |
| Annual,Andy | Speechdoe,Bruce | 11/30/2021, 12:00 PM | Speech-Language Therapy | 30 | Yes |
| Place,Randy | Speechdoe,Bruce | 12/01/2021, 11:00 AM | Speech-Language Therapy | 30 | Yes |
| Place,Randy | Speechdoe,Bruce | 12/02/2021, 11:00 AM | Speech-Language Therapy | 30 | Yes |
| Place,Randy | Speechdoe,Bruce | 12/03/2021, 11:00 AM | Speech-Language Therapy | 30 | Yes |

Note: Click **Back to previous screen** after printing to return to the *Service Records*.

| Student | Staff |
|-------------|-----------------|
| Place,Randy | Speechdoe,Bruce |