

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



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Introduction

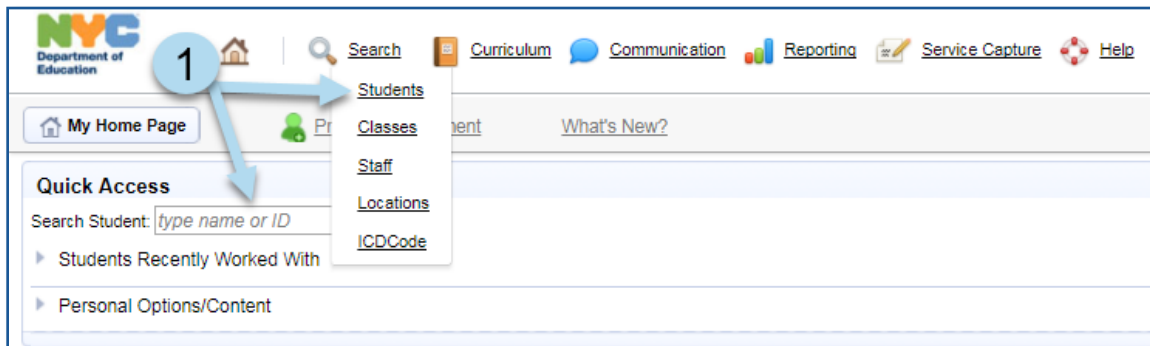
This training guide provides steps to view Student and Staff Service Records for Supervisors, Principals and Assistant Principals.

Overview

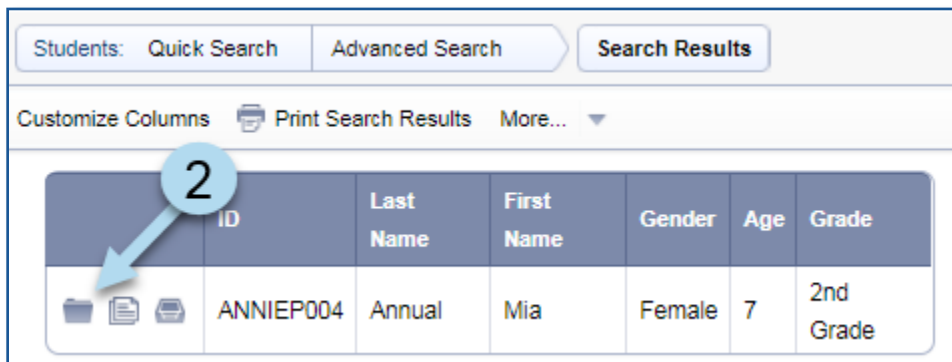
Follow the steps below to: [View a Student's Service Record](#) or [View a Staff User's Service Record](#).

View a Student's Service Record

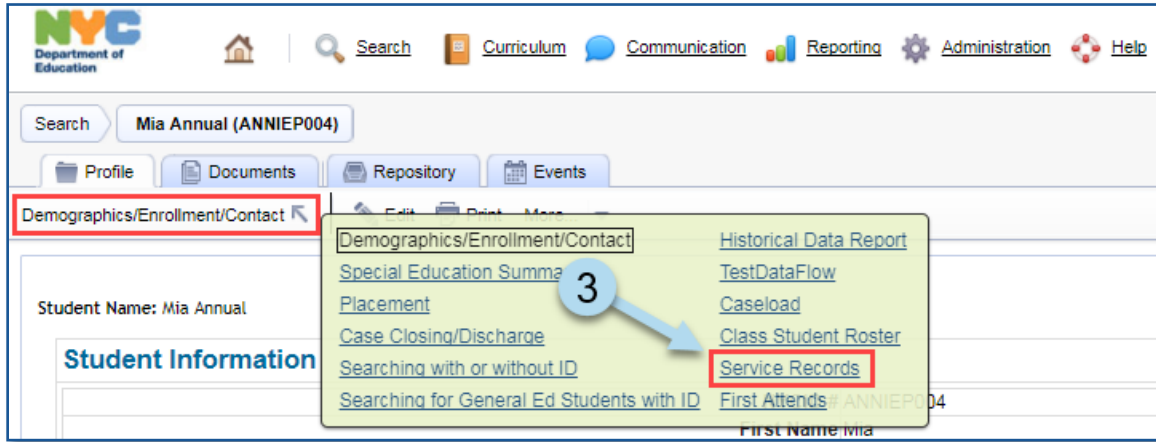
1. Search for the student by typing in the student's first name, last name or student ID using either the **Quick Access** search field or by clicking **Search** from the *Top Homepage Navigation Bar*.



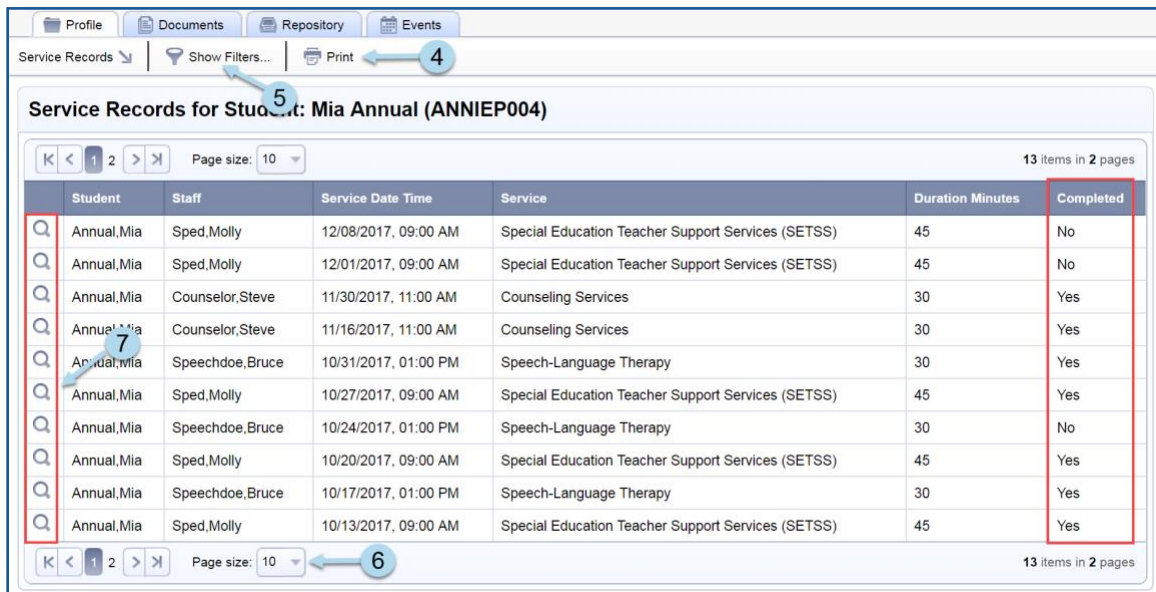
2. Click the Profile icon for the student.



3. Hover the mouse over *Demographics/Enrollment/Contact* until the fly-out menu appears, and select **Service Records**.



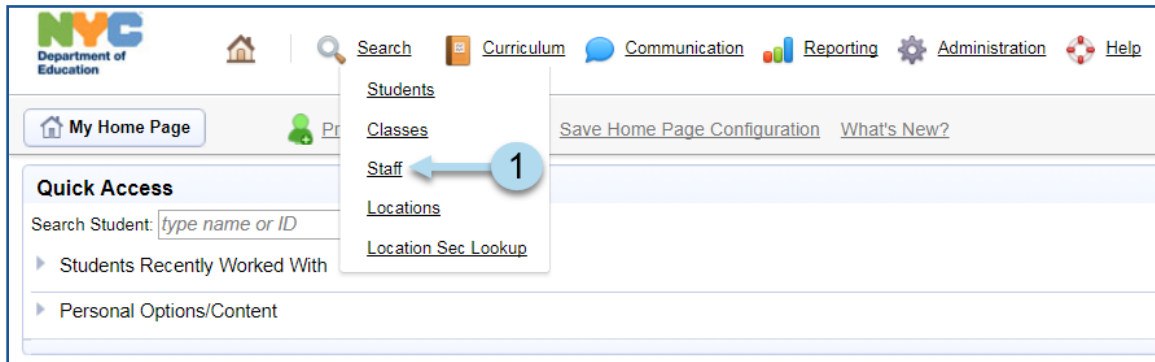
4. Click **Print** to print a complete list of service records for the student. Click *Back to previous screen* after printing to return to the Service Records.
5. Click **Show Filters** to filter records by Service Date Time.
6. Change the default page size from 10 records to 20 or 50 by selecting from the dropdown menu at the bottom of the page.
7. Click the magnifying glass on the left of a student's name to view the selected service record. Each record is listed individually.



The service records are sorted by the most recent encounter recorded. A value of "Yes" in the *Completed* column indicates that the record has been certified by the service provider. If it has a value of "No", the record has been saved by the service provider as a draft to be completed and certified at a later date/time.

View a Staff User's Service Records

1. Search for the staff member by clicking **Search** from the *Top Homepage Navigation Bar* and selecting **Staff**.



2. Under the *Staff – Quick Search Form*, enter the staff member's information such as *First Name*, *Last Name* or staff *ID*.
3. Click **Search**.

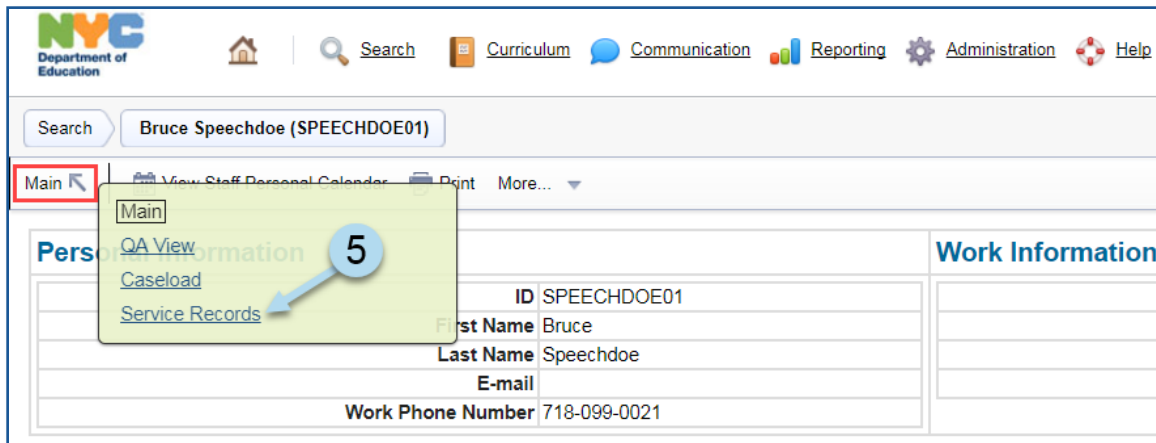
The screenshot shows the 'Staff - Quick Search Form'. The form has several input fields: 'ID', 'Last Name', 'First Name', 'Works At', 'Language', 'Position', 'Provider Type', and 'Caseload'. A blue circle with the number '2' and arrows points to the 'ID', 'Last Name', and 'First Name' fields. A blue circle with the number '3' and an arrow points to the 'Search' button. There is also a checkbox for 'Include Inactive staff Profiles' and a 'Clear' button.

4. Click the Profile Icon for the staff user.

The screenshot shows the 'Search Results' page. The table has the following columns: ID, Last Name, First Name, Works At, Provider Type, Position, and Language. The first row contains the following data: ID: SPEECHDOE01, Last Name: Speechdoe, First Name: Bruce, Works At: 99K021: Non-Specialized Elem School, Provider Type: DOE, Position: Speech Correctionist/Language Specialist, Language: English. A blue circle with the number '4' and an arrow points to the profile icon in the first row.

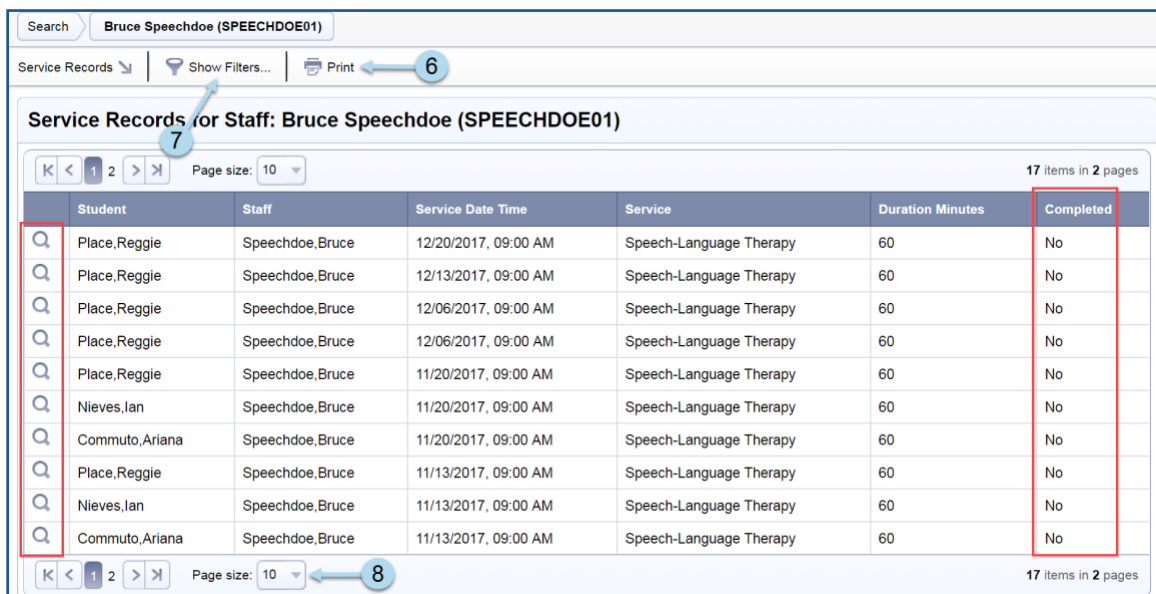
ID	Last Name	First Name	Works At	Provider Type	Position	Language
SPEECHDOE01	Speechdoe	Bruce	99K021: Non-Specialized Elem School	DOE	Speech Correctionist/Language Specialist	English

5. Hover the mouse over *Main* until the fly-out menu appears, and select **Service Records**.



6. Click **Print** to print a complete list of service records for the staff user. Click *Back to previous screen* after printing to return to the *Service Records*.
7. Click **Show Filters** to filter records by *Service Date Time*.
8. Change the default *Page size* from 10 records to 20 or 50 by selecting from the dropdown menu at the bottom of the page.

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



Sample Student Record

The example displayed below indicates that the session was cancelled by the service provider.

Click **Print** to print the service record.

My Home Page | Mia Annual (ANNIEP004) > Service Records > Service Record

Main | **Print**

Encounter Attendance

Student:	Mia Annual
Student ID:	ANNIEP004
Provider:	Molly Sped
Date of Service and Start Time:	11/22/2017, 11:00 AM
End Time:	11:30 AM
Service Type:	Special Education Teacher Support Services (SETSS)
Language of Service:	English
Session Type:	Cancelled
Duration:	30 minutes
Grouping:	Individual
Service Location:	Classroom
Progress Indicator:	
Session Notes:	Provider at an IEP meeting.

By clicking the certification below, it is my intent to electronically submit this record to the NYC DOE. My submission of this record in this fashion is the legal equivalent of my handwritten signature on the submitted record.

I certify that I was approved by the NYC DOE to provide the services, that I provided the services as documented in this record, and to the truth of the information it contains.