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

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**.

4. Click the Profile Icon for the staff user.
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.

![Sample Student Record Image]

By clicking the certification below, it is my intent to electronically submit this record to the NYC DOE. My submission 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.
Summary

The checker found no problems in this document.

- Needs manual check: 2
- Passed manually: 0
- Failed manually: 0
- Skipped: 1
- Passed: 29
- Failed: 0