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

Introduction

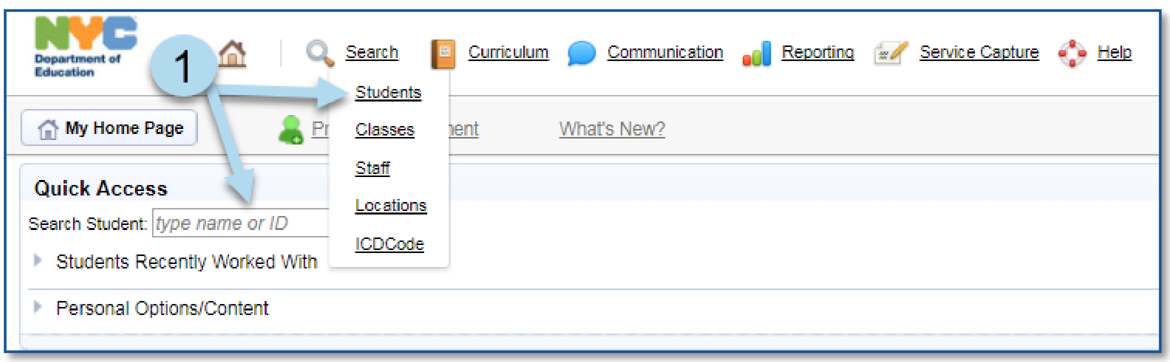
This training guide provides steps to view Student and Staff Service Records for Supervisors, Principals and Assistant Principals.

Overview

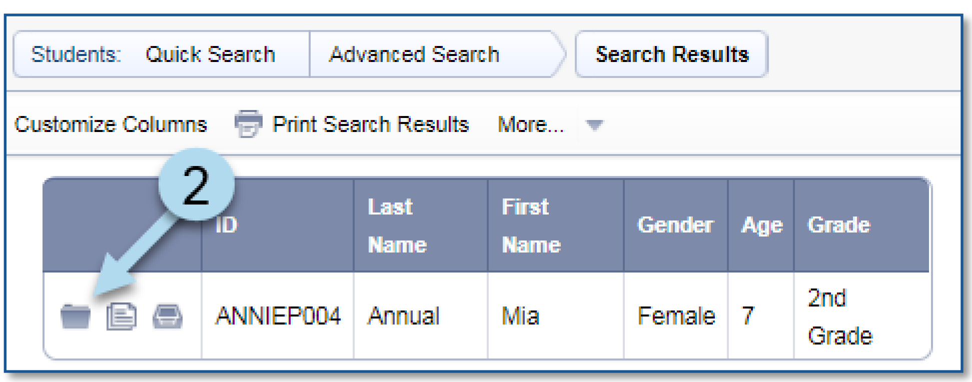
Follow the steps below to: [View a Student's Service Record](#) or [View a Staff User's Service Record](#).

View a Student's Service Record

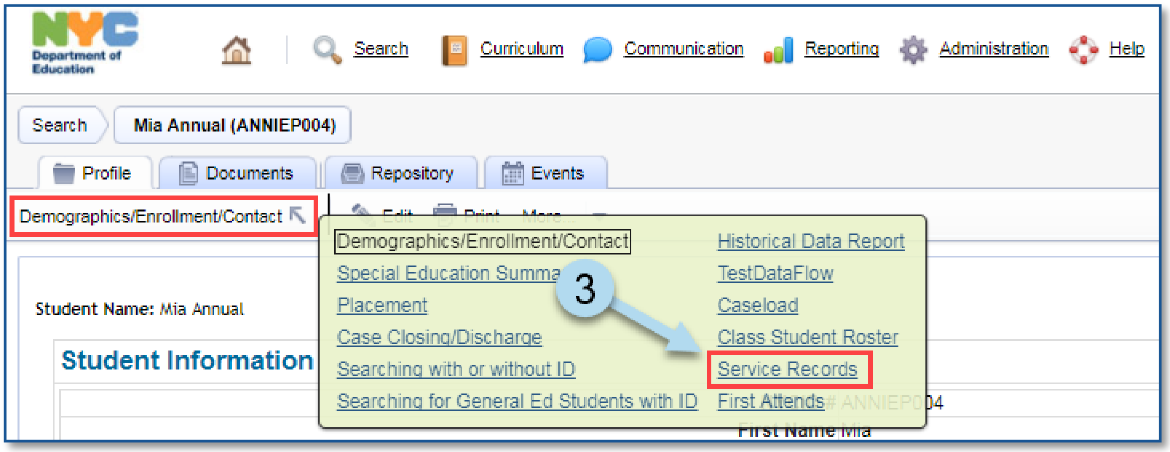
1. Search for the student by typing in the student's first name, last name or student ID using either the **Quick Access** search field or by clicking **Search** from the *Top Homepage Navigation Bar*.



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**.

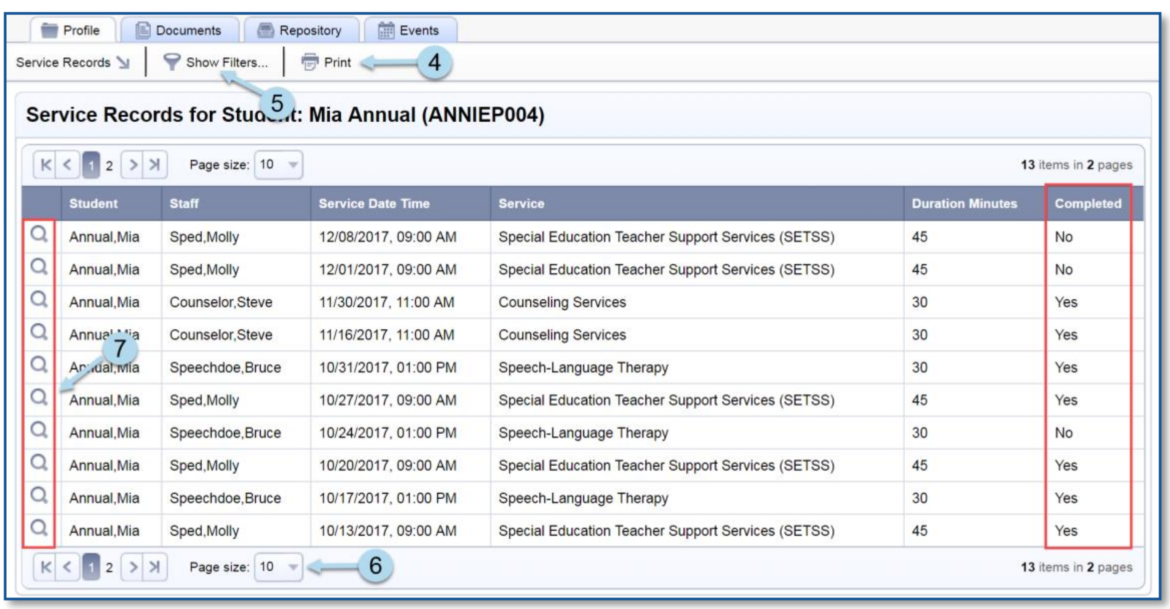


4. Click **Print** to print a complete list of service records for the student. Click *Back to previous screen* after printing to return to the Service Records.

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.

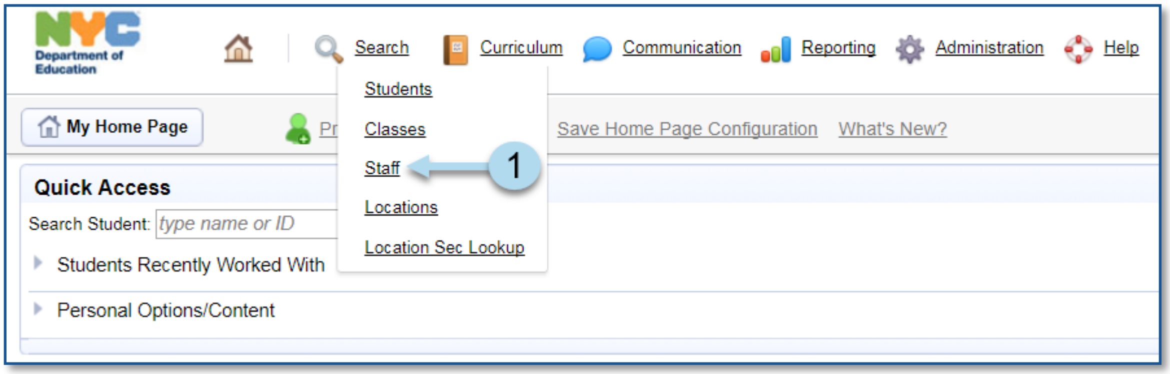


Student	Staff	Service Date Time	Service	Duration Minutes	Completed
Annual,Mia	Sped,Molly	12/08/2017, 09:00 AM	Special Education Teacher Support Services (SETSS)	45	No
Annual,Mia	Sped,Molly	12/01/2017, 09:00 AM	Special Education Teacher Support Services (SETSS)	45	No
Annual,Mia	Counselor,Steve	11/30/2017, 11:00 AM	Counseling Services	30	Yes
Annual,Mia	Counselor,Steve	11/16/2017, 11:00 AM	Counseling Services	30	Yes
Annual,Mia	Speechdoe,Bruce	10/31/2017, 01:00 PM	Speech-Language Therapy	30	Yes
Annual,Mia	Sped,Molly	10/27/2017, 09:00 AM	Special Education Teacher Support Services (SETSS)	45	Yes
Annual,Mia	Speechdoe,Bruce	10/24/2017, 01:00 PM	Speech-Language Therapy	30	No
Annual,Mia	Sped,Molly	10/20/2017, 09:00 AM	Special Education Teacher Support Services (SETSS)	45	Yes
Annual,Mia	Speechdoe,Bruce	10/17/2017, 01:00 PM	Speech-Language Therapy	30	Yes
Annual,Mia	Sped,Molly	10/13/2017, 09:00 AM	Special Education Teacher Support Services (SETSS)	45	Yes

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.

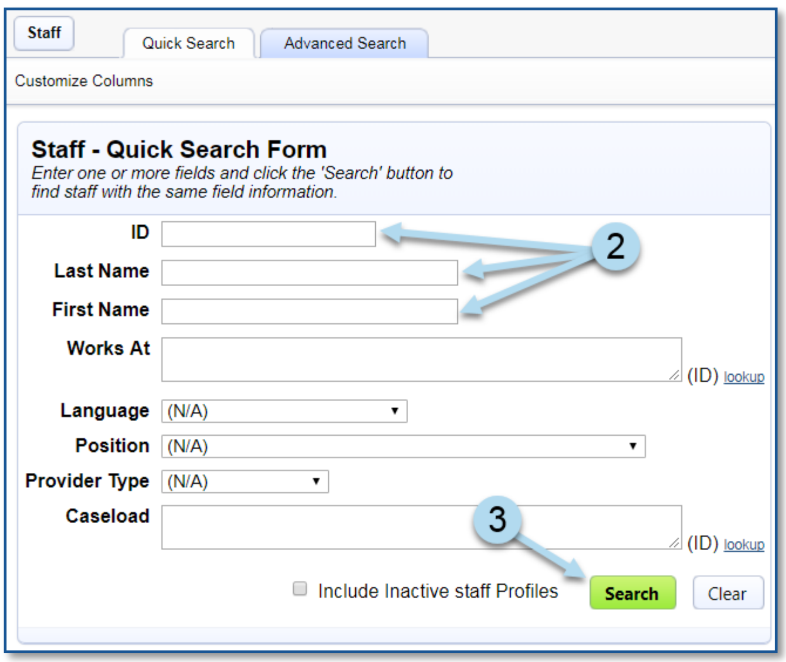
View a Staff User's Service Records

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

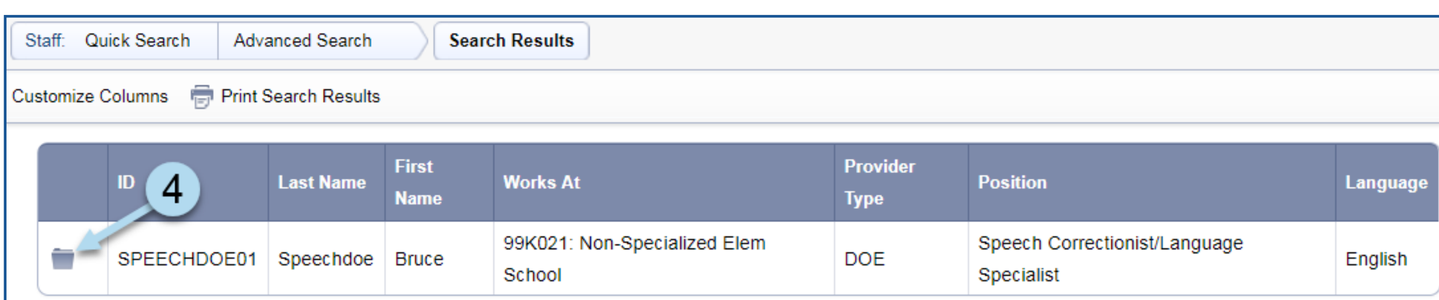


2. Under the *Staff – Quick Search Form*, enter the staff member's information such as *First Name, Last Name* or staff *ID*.

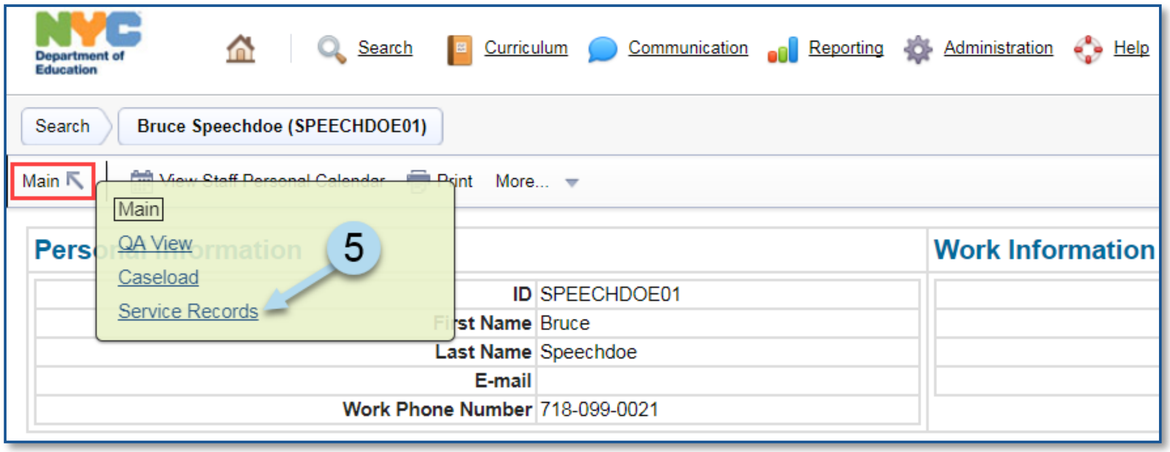
3. Click **Search**.



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**.

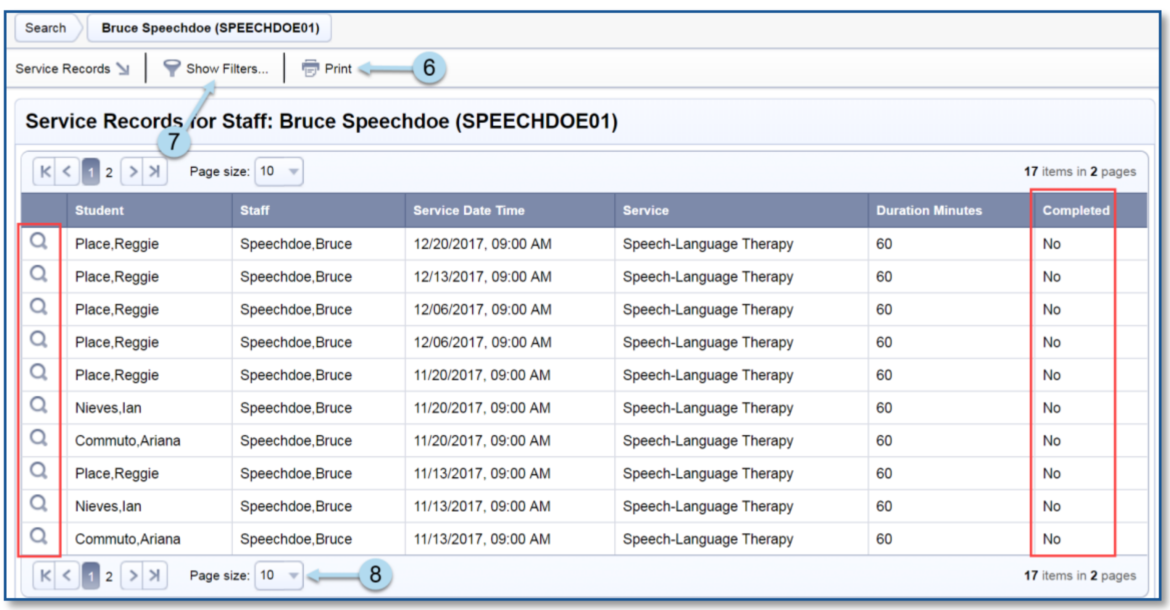


6. Click **Print** to print a complete list of service records for the staff user. Click *Back to previous screen* after printing to return to the *Service Records*.

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.



Student	Staff	Service Date Time	Service	Duration Minutes	Completed
Place,Reggie	Speechdoe,Bruce	12/20/2017, 09:00 AM	Speech-Language Therapy	60	No
Place,Reggie	Speechdoe,Bruce	12/13/2017, 09:00 AM	Speech-Language Therapy	60	No
Place,Reggie	Speechdoe,Bruce	12/06/2017, 09:00 AM	Speech-Language Therapy	60	No
Place,Reggie	Speechdoe,Bruce	12/06/2017, 09:00 AM	Speech-Language Therapy	60	No
Place,Reggie	Speechdoe,Bruce	11/20/2017, 09:00 AM	Speech-Language Therapy	60	No
Nieves,Ian	Speechdoe,Bruce	11/20/2017, 09:00 AM	Speech-Language Therapy	60	No
Commuto,Ariana	Speechdoe,Bruce	11/20/2017, 09:00 AM	Speech-Language Therapy	60	No
Place,Reggie	Speechdoe,Bruce	11/13/2017, 09:00 AM	Speech-Language Therapy	60	No
Nieves,Ian	Speechdoe,Bruce	11/13/2017, 09:00 AM	Speech-Language Therapy	60	No
Commuto,Ariana	Speechdoe,Bruce	11/13/2017, 09:00 AM	Speech-Language Therapy	60	No

Sample Student Record

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

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