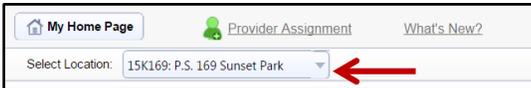


The following steps enumerate how to add to and remove a student from your Student Caseload.

## Adding a Student to your Caseload

1. If you provide services to students in more than one school, select the school the student attends from the *Select Location* drop-down on your Home Page prior to adding the student to your caseload.



2. Scroll to the bottom of your Home Page until the *My Students* caseload is displayed.
3. Click **Edit** to display the caseload management options.



4. Click **Add Students to Standard Caseload**. The *Students Quick Search Form* will open.



5. Input the desired search criteria to identify the student; and then click **Search**. Entering the student's NYC ID is considered the best way to search for a student.

**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

Birth Date Between  and  (inclusive)

Gender (N/A)

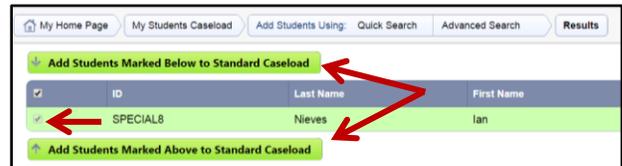
Grade (N/A)

Delegated School  (ID)

Receiving School  (ID)

A list of students will display.

6. Click the checkbox to the left of the student to be added. The background of the selected student will turn to a faded green.
7. Click either **Add Students Marked Below to Standard Caseload** or **Add Students Marked Above to Standard Caseload**.



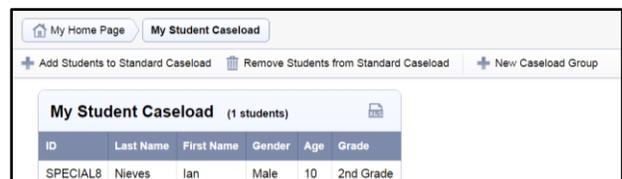
An informational message will briefly display to confirm the caseload addition.



8. To add another student to the caseload, click **Add Students Using Quick Search**.
9. To return to your caseload, click **My Students Caseload**.



**Note:** Once the student is added to your caseload, you may commence Encounter Attendance in SESIS for this student. The first attend date for the student will be automatically calculated from the earliest certified Encounter Attendance service record.



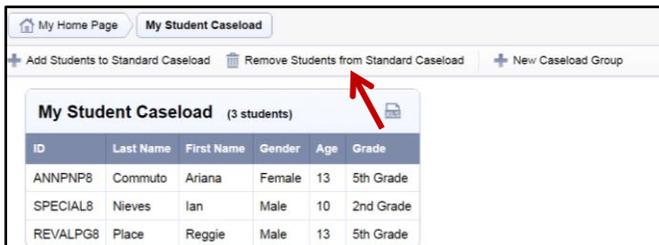
## Removing a Student from your Caseload

1. Login to SESIS and scroll to the bottom of the homepage until the *My Students* caseload is displayed.
2. Click **Edit** to display caseload management options.



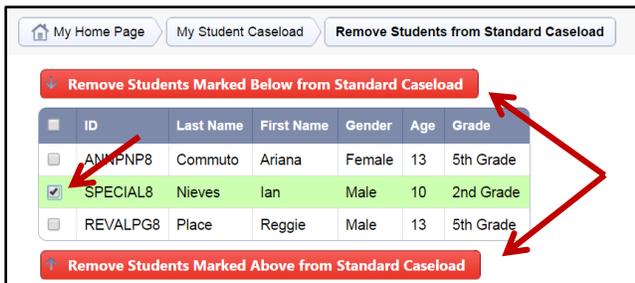
ID	Last Name	First Name	Gender
ANNPNP8	Commuto	Ariana	Female
SPECIAL8	Nieves	Ian	Male
REVALPG8	Place	Reggie	Male

3. Click **Remove Students from Standard Caseload**.



ID	Last Name	First Name	Gender	Age	Grade
ANNPNP8	Commuto	Ariana	Female	13	5th Grade
SPECIAL8	Nieves	Ian	Male	10	2nd Grade
REVALPG8	Place	Reggie	Male	13	5th Grade

4. Click the checkbox adjacent to each student to be removed. The background of the selected student(s) will turn to a faded green.
5. Click **Remove Students Marked Below from Standard Caseload** or **Remove Students Marked Above from Standard Caseload**.



ID	Last Name	First Name	Gender	Age	Grade	
<input type="checkbox"/>	ANNPNP8	Commuto	Ariana	Female	13	5th Grade
<input checked="" type="checkbox"/>	SPECIAL8	Nieves	Ian	Male	10	2nd Grade
<input type="checkbox"/>	REVALPG8	Place	Reggie	Male	13	5th Grade

The student will be removed from the caseload immediately.

6. Click **My Student Caseload** to return to your caseload.



ID	Last Name	First Name	Gender	Age	Grade	
<input type="checkbox"/>	ANNPNP8	Commuto	Ariana	Female	13	5th Grade
<input type="checkbox"/>	REVALPG8	Place	Reggie	Male	13	5th Grade