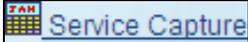


Recording a Paraprofessional Session

Follow the steps below to complete a SESIS Service Record for a student who had a session with a paraprofessional.

Step	Action
1.	Click the Service Capture link from your SESIS homepage to open your Services Calendar. 
2.	Click the name of the student in your Caseload for whom you wish to record services.
3.	Click the Record Past Services link at the top of the Services Calendar. 
4.	Click on the date of the session and click OK .
5.	Enter the time that the student arrived for the session in the Start Time field.
6.	Enter the session end time in the End Time field.
7.	Click the Service Type dropdown to specify Paraprofessional .
8.	Select the Language of Service from the dropdown.
9.	<p>Note the Session Type dropdown automatically defaults to Service Provided.</p> <ul style="list-style-type: none"> • Select Student Absent when the student is (1) absent from school or (2) is present in school but refuses to receive service. • Select Provider Absent when you are absent from the DOE (e.g. sick leave, personal leave). • Select Cancelled when the reason is <i>anything other than</i> Student Absent or Provider Absent (as described above). This includes: <ul style="list-style-type: none"> ○ Unscheduled school closings (e.g. snow days, half-days) ○ Student is in school but is unavailable due to participation in other school activities (e.g. school trip, assemblies, testing) ○ Provider is performing another DOE-related task (e.g. IEP or other meetings, DOE-approved training or professional development) <p>You do not need to record cancellations for days that are shown in gray on the Service Calendar.</p> <p>Refer to the Encounter Attendance FAQ document on the DOE website for additional detail.</p>
10.	Click either Individual or Group from the Group Size dropdown. If selecting group, the group size should correspond to the number of students that were present for the session. If only one student was present for a group of two or more, select Group, 1, when recording the session for that student.
11.	Click the Service Location dropdown to select the location the service was provided.

Step	Action
12.	<p>Click to select a Service Description. You may select from among the following:</p> <ul style="list-style-type: none"> • Alternate Placement • Crisis • Health • Mobility • Sign Interpreter • Travel Trainer • Special Transportation • Toileting <p>NOTE: If you are an ambulatory or other specialty not explicitly listed in the drop-down, choose “Health” from the list and record your service type in the Session Notes field.</p>
13.	<p>SEGIS currently requires a selection from the Progress Indicator by Paraprofessionals; so, make the appropriate choice to document progress towards mandated IEP annual goals.</p>
14.	<p>Paraprofessionals are not required to record services delivered in the Session Notes field; however, as annotated in step 12 above, if you are an ambulatory or other specialty not explicitly listed in the drop-down, you may record your service type in Session Notes.</p>
15.	<p>Click the checkbox to certify this service.</p> <p><input type="checkbox"/></p> <p>Be sure the session information is accurate and truthful before proceeding. Certifying a Service Record is equivalent to attaching an electronic version of your signature.</p> <p>All services must be certified, including direct services, absences and cancellations.</p>
16.	<p>Click Save.</p>
17.	<p>The service just recorded will now be seen on the Services Calendar and the Encounter Attendance reports for your review. These reports can assist you in various ways, for example noting progress in evaluations and/or discussing student progress with parents.</p>