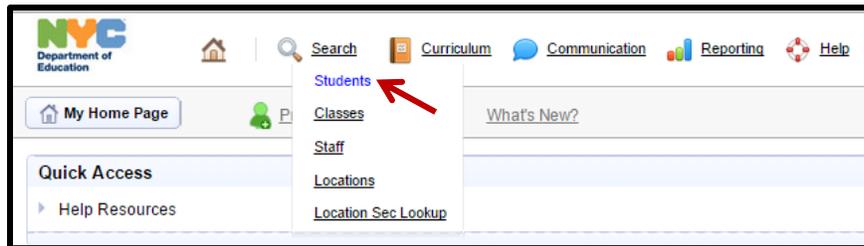


The steps below enumerate how SESIS roles with the appropriate permissions can view and print service records for a student.

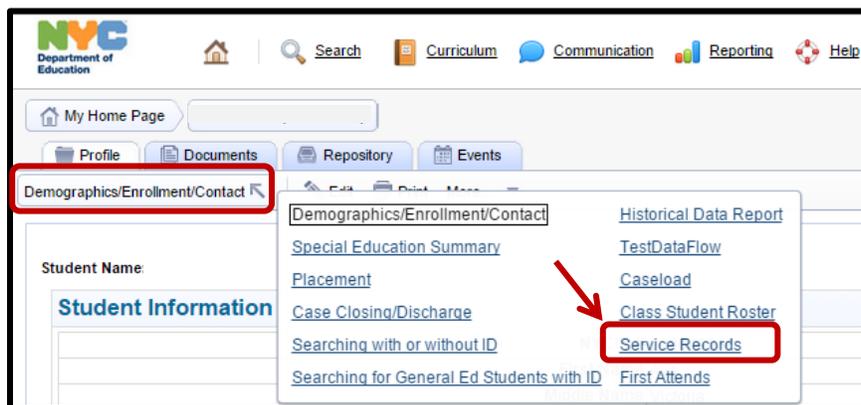
1. Search for the student in SESIS.



2. Select the Profile icon when the student search results display.



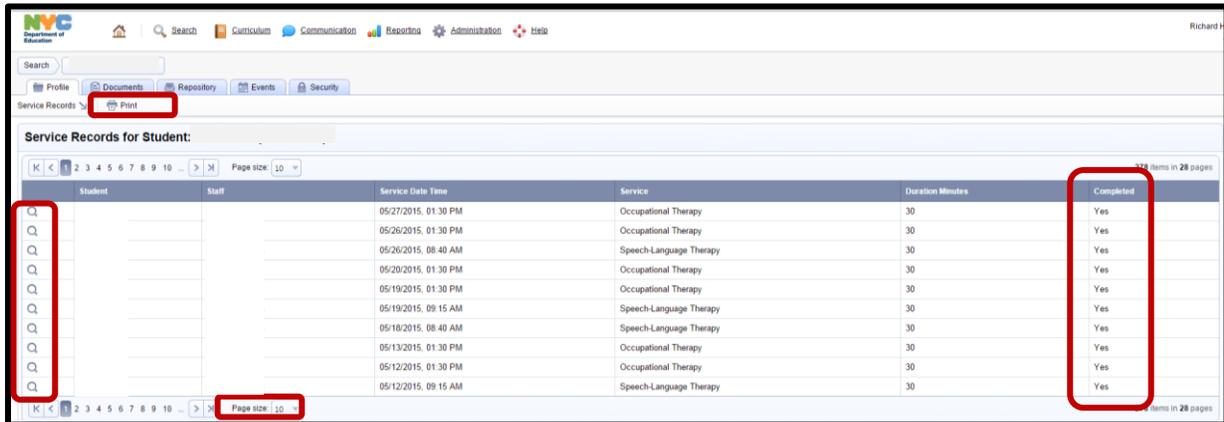
3. Hover over where it states *Demographics/Enrollment/Contact*, and select *Service Records*.



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.

- To print the complete list of service records for the student, click on **Print**.
- You can change the default page size of 10 records to 20 or 50 by clicking on the drop-down arrow at the bottom of the page.
- To view a service record, click on the magnifying glass to the left of the student column.

Note: Some information, for example, the student's name and the provider's name, have been hidden in these screen captures.



Sample Student Service Record

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

- Click **Print** to print the service record.
- To return to the previous page, click on the student's name > *Service Records*.
- Click on **My Home Page** to return to your SESIS Home Page.

