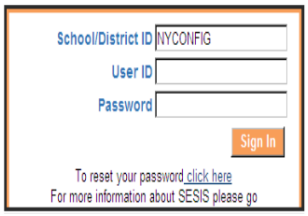
Encounter Attendance in SESIS

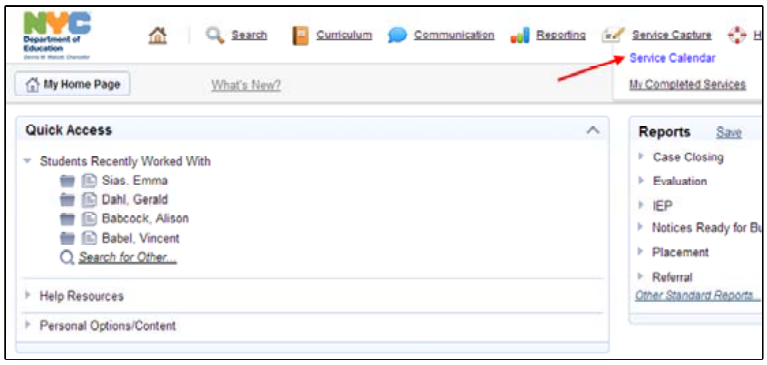
1

Log into SESIS



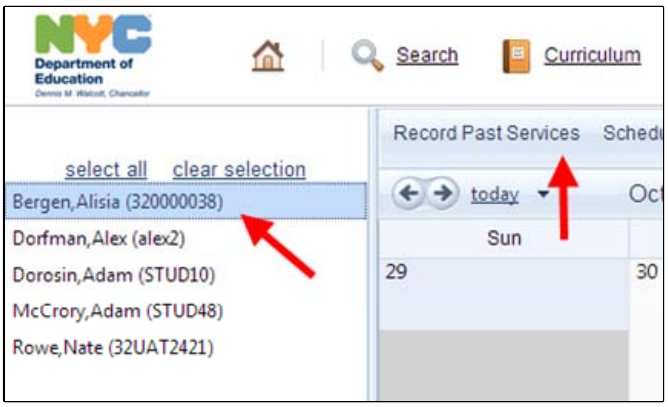
2

Access the Service Capture Calendar from the top navigation bar by clicking on Service Calendar from the Service Capture dropdown.



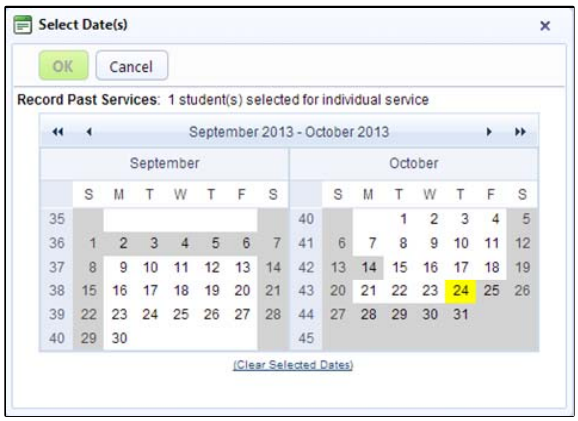
3

Select student(s) from the left side of the screen; once highlighted, click "**Record Past Services**"



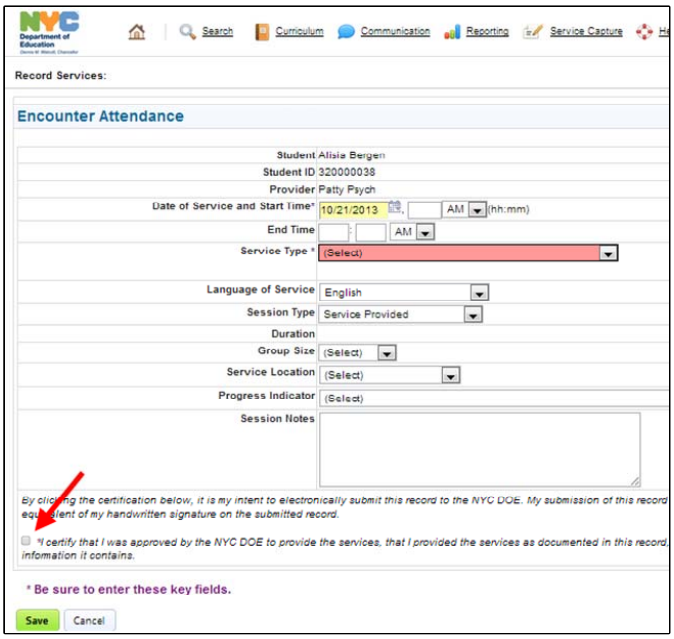
4

Select the date(s) of services to be recorded using the pop-up calendar. Then click **OK**.



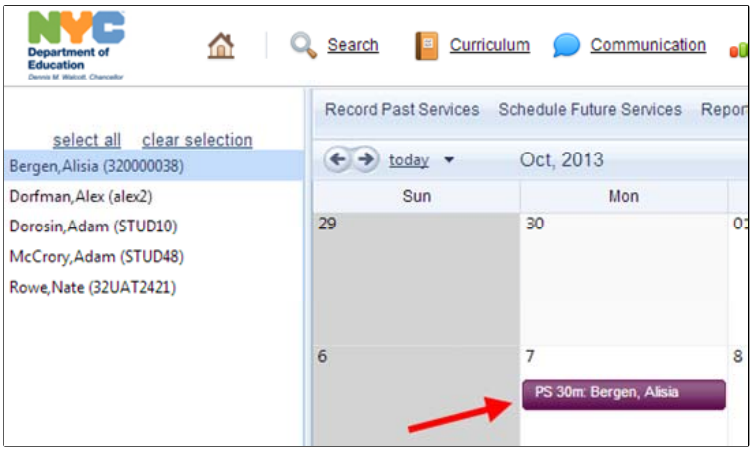
5

Complete the entire form including indicating progress, session notes and checking the "I certify" box. Click **Save**.



6

Once saved, click back on the Service Calendar link. You will see the completed service in purple on the date you recorded the session. Double click, or right click to view the details.



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