

Special Education Student Information System Project

The screenshot displays the user interface for the Special Education Student Information System (SEGIS). At the top left is the NYC Department of Education logo. The main header area shows the user's name and school: "DEV - Renee Pardo (01M450: East Side Community High School)". Below this is a navigation bar with icons for "My Home Page", "Send Message", "My Calendar", "Service Capture", "Help", and "Logout". A secondary bar shows "My Home Page" selected, along with a welcome message: "Welcome, Renee Pardo Last Login: 06/15/2011 Wed, 09:53 AM" and a link for "What's New?".

The left sidebar contains a navigation menu with the following items:

- Curriculum
 - Outline
 - Select
- Students
- Communication
- Reports
- Administration

The main content area is divided into two columns. The left column features a "QUICK ACCESS" section with a dropdown arrow, containing:

- Students Recently Worked With
 - Pablo, Dorothy
 - (Search for Other...)
- Administration
- Help Resources
- Personal Options/Content

Below this is a "MESSAGES" section showing "You have no new message(s)".

The right column features a "REPORTS" section with a dropdown arrow and a link to "save expanded categories". It contains the following categories:

- Case Closing
 - Status of Students - Parent Revocation
- Declassification
 - Status of Students - Declassified
- Evaluation
 - Agency Management Report (YTD)
 - Compliance for Completed Assessments
 - Compliance for Incomplete Assessments
 - Evaluations to be Completed

SEGIS for Charter Schools - Train-the-Trainer March, 2012

Session Expectations

Today's session is a combination of a PowerPoint presentation and hands-on practice in the SESIS training environment using assigned logins and students

Agenda

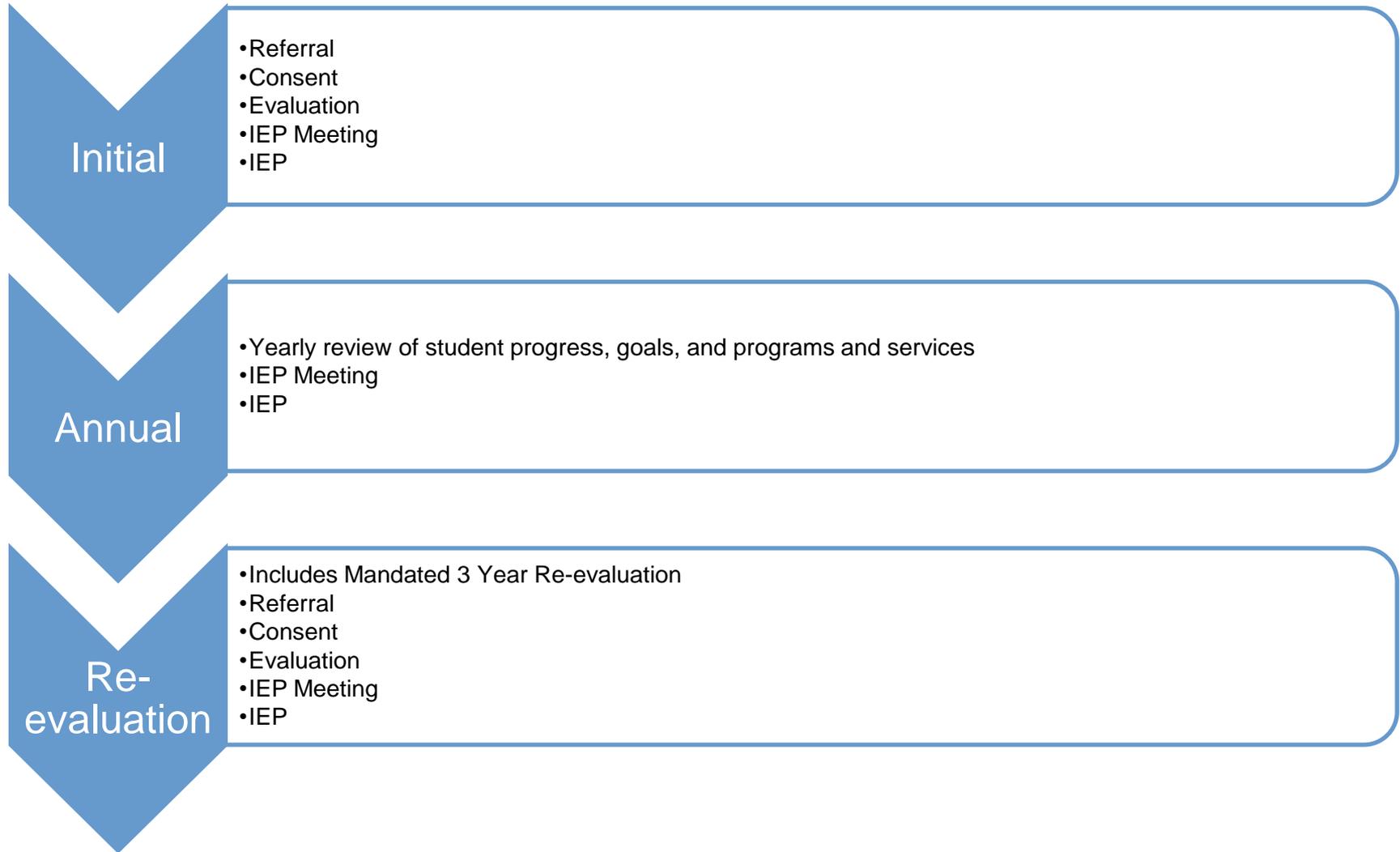
- Introduction to SESIS
- Logging In and SESIS Navigation
- Student Profile
- **LUNCH (12:30 to 1:30)**
- Creating Student Documents
- Working with and Reviewing the IEP
- Charter/CSE Collaboration
- **BREAK (3:30 to 3:45)**
- SESIS Resources
- Individual Practice Activities
- Dismissal (5:00)

Learning Objectives

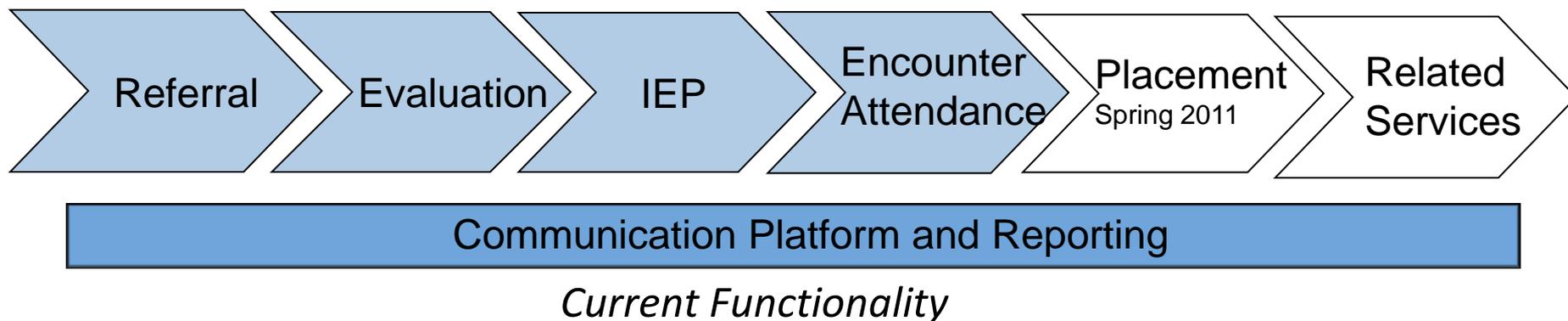
By the conclusion of today's session you should feel comfortable with:

- Introduction to SESIS
- Logging in and navigating the Homepage
- Searching for and navigating within a student record
- Creating student documents
- Faxing documents into SESIS
- Navigating Sections of the IEP
- Sending and receiving SESIS messages
- Logging out

IEP Process Stages



What is SESIS?



- Allows management of the entire special education process
- Meets state-mandated requirements for Special Education
- Provides one electronic record for each student
- Secure, web-based, role-enabled case management system

Charter School/CSE SESIS Responsibilities

Charters Can Do	Collaboration Between Both	CSE Will Do
Request for Re-evaluation	Additional Request for Re-evaluation	Initials: Referrals and all sections of the IEP
Progress Report	Physical Examination	Documents related to Referral
IEP: Present Levels of Performance (PLOP)	Functional Behavioral Assessment/ Behavior Intervention Plan	Notice of Social History
IEP: Measurable Annual Goals		Classroom Observation
IEP: Progress Reporting		Documents Related to Assessment and IEP
		IEP: All other sections (non-Initials)

Charter Responsibilities by IEP Stage

	Request for Re-evaluation	Teacher Progress Report	PLOP	Measurable Annual Goals	Reporting Progress to Parents
Initial	CSE WILL COMPLETE ALL STEPS				
Annual	N/A	X	X	X	X
Mandated 3 Yr	N/A	N/A	X	X	X
Re-evaluation	X	N/A	X	X	X

- In most cases, current responsibilities remain
- Please confirm responsibilities with your CSE contacts

Login to SESIS Sandbox

- Go to: <https://sesistrg.appsolgrp.com>
- School/District ID = NYCONFIG
- User ID = ucharter### (you will be given a number by the trainer)
- Password = training1

**** Please note: You can use the login you have received to practice in the Sandbox for a limited time only***

Login and Homepage Navigation

- Login to SESIS using an Outlook email account ID and password on the SESIS website: <https://sisis.nycenet.edu>
- Components of the homepage include:
 - Navigation panels
 - Quick Access
 - Messages
 - Announcements
 - Reports
 - Student Caseload

Renee Pardo (01M450: East Side Community High School)

My Home Page Send Message My Calendar Service Capture Help Logout

My Home Page What's New?

QUICK ACCESS:

- Students Recently Worked With
 - Mead, Ebonyse
 - Leach, Henry
 - (Search for Other...)
- Administration
- Help Resources
- Personal Options/Content

MESSAGES: You have no new message(s).

ANNOUNCEMENTS:

From User	Date/time	Subject
UNADLER (Jolie Nadler)	05/13 Mon, 12PM	Meeting
UNADLER (Jolie Nadler)	Expiration: 05/18 Wed, 10:59PM	Report is due
UFRIEDEL (Bill Friedel)	05/23 Mon, 12PM to 1:30PM	district wide mtg

REPORTS: (save expanded categories)

- Case Closing
 - Status of Students - Parent Revocation
- Declassification
 - Status of Students - Declassified
- Evaluation
 - Agency Management Report (YTD)
 - Compliance for Completed Assessments
 - Compliance for Incomplete Assessments
- IEP
 - Home Instruction Referrals Pending Approval
 - Medical Accommodations Appro/Disapproved by Doctor
 - OSH Physician Reviews Pending Approval
 - Recommendations for Transportation Accommodations
 - Status of Cases deferred to CBST
 - Status of IEPs for Turning 5 Students
 - Students recommended for 12 month services

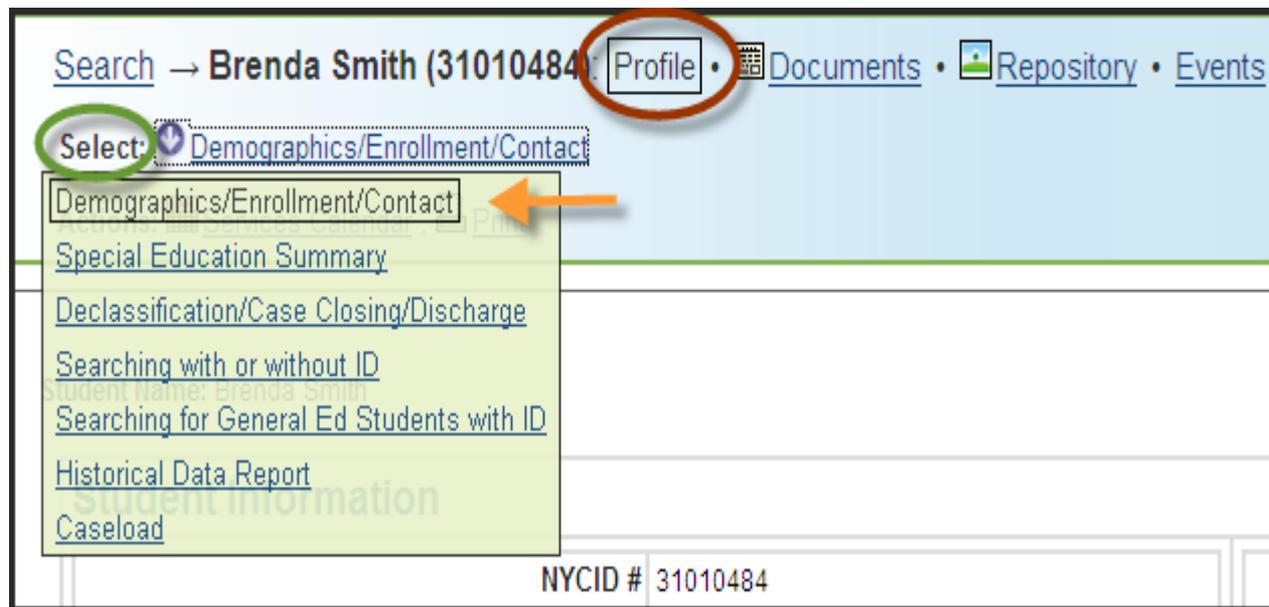
Student Quick Search Form

- Student records are located by using the **Student Quick Search Form**
- Staff members may access students only for their assigned location(s)
- Students can be searched by using various search criteria including:
 - OSIS Number
 - First Name
 - Last Name

The screenshot shows the NYC Department of Education website interface. On the left, a navigation menu includes 'Curriculum', 'Students' (circled in red), 'Communication', 'Reports', and 'Administration'. The main content area shows a user profile for 'Case Mgr300 (PS 071 Rose E Scala)' with a 'Select Location' dropdown set to 'PS 071 Rose E Scala'. Below this is the 'Students Quick Search Form' with the following fields: 'ID' (with an orange arrow pointing to it), 'Last Name' (containing 'Smith'), 'First Name', 'Birth Date', 'Gender' (dropdown menu), and 'Grade' (dropdown menu). A green 'Search' button is at the bottom.

Student Profile: Demographic/Enrollment/Contact Section

- Each student in SESIS has a profile containing current information on the student
- Student data is populated from the NYCDOE data system, ATS
- This section is not editable by schools; instead, changes to student data must occur in ATS, which in turn populates SESIS



Student Profile: Special Education Summary

- Reflects current special education specific data
- Currently populated by a combination of CAP (legacy system) and SESIS data
- This section is not editable

Process Status	
	Process Stage: Annual Review
	Process Type: Evaluation
	Is this process open?: No
IEP Dates	
	Date of IEP: Initial: 09/27/2010
	Date of IEP: Reevaluation / Mandated Three Year Reevaluation:
	Date of IEP: Annual Review:
Most Recent Testing Dates	

Student Documents: Document Sources

- Every student in SESIS has an online record where documents are stored
- Two sources of documents:
 - Internal documents – created in SESIS using defined template forms
 - External documents – created outside of SESIS (e.g. a parent referral request) and subsequently faxed into SESIS

My Home Page → Jennifer Student166 (STUDENT166): Profile • **Documents** • Repository • Events

View by Year: (All) . by Category: (All)

Actions: [Print a Blank Document](#) . [Print This List](#)

Documents for Jennifer Student166 (STUDENT166)

[Create New Document](#)

Documents for 2011/12	Status	Creation Date	Modification Date
Assistive Technology			
Assistive Technology Evaluation Referral (non-D75)	Draft	08/17/2011 Wed, 09:50 PM	---
Documents for 2010/11			
Referral			
Notice of Social History	Final	11/15/2010 Mon, 03:25 PM	11/15/2010 Mon, 03:26 PM
Request for Initial Referral	Final	11/15/2010 Mon, 01:23 PM	11/15/2010 Mon, 03:25 PM
Assessment			
Psychoeducational	Final	11/15/2010 Mon, 04:41 PM	11/15/2010 Mon, 04:41 PM
Classroom Observation	Final	11/15/2010 Mon, 04:40 PM	11/15/2010 Mon, 04:40 PM
Assessment Planning	Draft	11/15/2010 Mon, 04:39 PM	06/20/2011 Mon, 09:30 PM
Social History Package	Final	11/15/2010 Mon, 03:26 PM	11/15/2010 Mon, 04:43 PM
Attachment: Consent for Initial Evaluation - STUDENT166			

Student Documents: Document Status

A status value is associated with each document in SESIS and reflects the document's current stage of development:

- “Draft” – the first step in the development process when staff members are creating a SESIS document. Changes to the document may still be made when in “Draft” status.
- “Review” – used once a document (e.g. an IEP or Request for Initial Referral) has been fully drafted and is ready for review or approval by other members of the team. Changes to the document may still be made when in “Review” status.
- “Final” – the document is complete. Changes to the document may not be made when in “Final” status.

Student Documents: Document Status

The status of a document is indicated in the **Status** column of the online student record and as part of the document title once a document has been opened.

Documents for 2011/12	Status	Creation Date	Modification Date
Assistive Technology			
 Assistive Technology Evaluation Referral (non-D75)	Draft	08/17/2011 Wed, 09:50 PM	---
Documents for 2010/11			
Referral			
 Notice of Social History	Final	11/15/2010 Mon, 03:25 PM	11/15/2010 Mon, 03:26 PM
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Assessment			
 Psychoeducational	Final	11/15/2010 Mon, 04:41 PM	11/15/2010 Mon, 04:41 PM

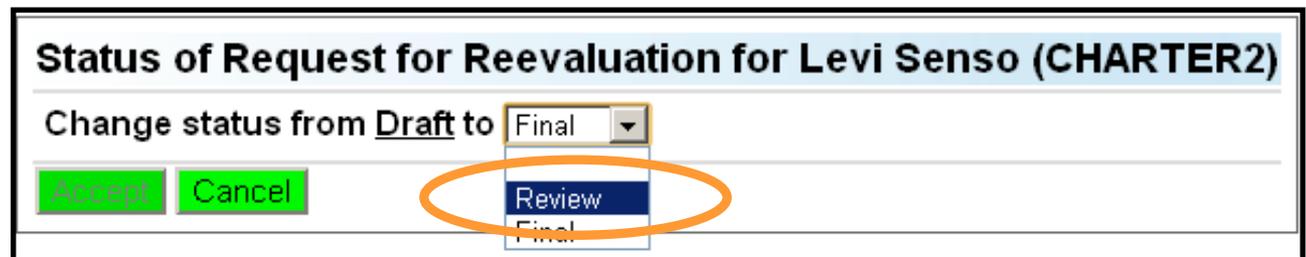
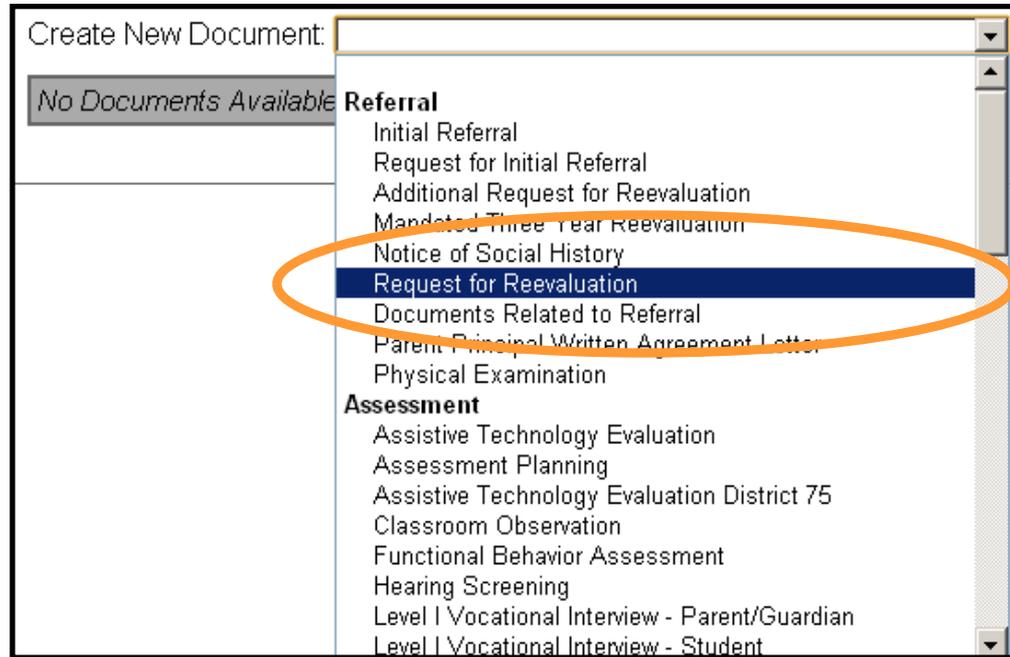
Student Documents: Document Sections

Many documents in SESIS have multiple sections and/or supporting information associated with the document. Sections are accessed by using the **Select:** arrow dropdown. Sections are analogous to pages in printed material.

Select: Cover Page	
Cover Page	Testing Accommodations
Present Levels of Performance and Individual Needs	Coordinated set of Transition Activities <input checked="" type="checkbox"/>
Student Needs Related to Special Factors	Participate in State and District-Wide Assessments
Measurable Postsecondary Goals <input checked="" type="checkbox"/>	Participation with Students without Disabilities
Measurable Annual Goals	Special Transportation /Placement Recommendation
Reporting Progress to Parents	Summary Page
Recommended Special Education Programs/Services	Attendance Page <input checked="" type="checkbox"/>
Twelve Month Service and/or Program	Mail To: Cover Sheet for 8 1/2 x 14 Envelope

Request for Reevaluation

- Create the Request for Reevaluation from the Create New Document drop-down
- Once the referral has been completed, set the document status to review and inform the CSE



Creating the Physical Examination Form

- The Physical Examination form can be printed from SESIS and given to the parent for completion by a physician
- Once completed, it can be faxed into SESIS using the appropriate fax cover sheet

Search → **Levi Senso (CHARTER2)** → Draft Physical Examination

Select: **Physical Examination**

Actions: [Edit This Section](#), [Print...](#)

NYC
Department of Education
Dennis M. Walcott, Chancellor

[This Section](#)
[Selected Sections](#)
[All Sections](#)
[FAX Coversheet](#)

Create New Document:

No Documents Available

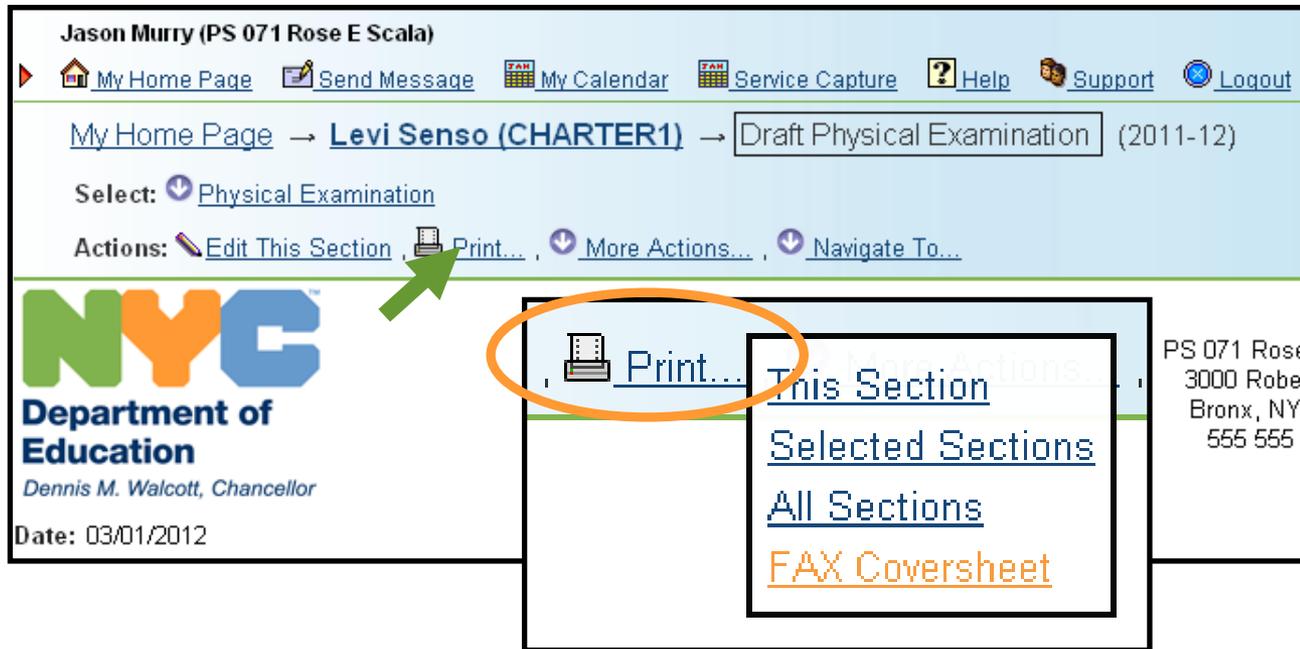
Referral

- Initial Referral
- Request for Initial Referral
- Additional Request for Reevaluation
- Mandated Three Year Reevaluation
- Notice of Social History
- Request for Reevaluation
- Documents Related to Referral
- Parent Principal Written Agreement Letter
- Physical Examination**

Assessment

- Assistive Technology Evaluation
- Assessment Planning
- Assistive Technology Evaluation District 75
- Classroom Observation
- Functional Behavior Assessment
- Hearing Screening
- Level I Vocational Interview - Parent/Guardian
- Level I Vocational Interview - Student

Faxing the completed Physical Examination into SESIS



- When you receive the physical examination from a parent/guardian, open the Physical Examination from the document list and fax the completed form using the Fax Coversheet located under the Print icon

Faxing in SESIS

- There are two types of fax coversheets in SESIS:
 - Document-specific fax coversheets
 - Documents Related to Assessment
- A fax coversheet is provided specific to each assessment template in SESIS in the event that the assessment is not able to be input directly into SESIS using the assessment template. If the assessment template is not used, the template should still be created and the corresponding fax coversheet should be used to fax in the evaluation.
- Document-specific fax coversheets are accessed via the **Print** link in the **Actions:** menu in the assessment template.

Faxing Documents Related to Assessment

Create New Document: *No Documents Available*

- Documents Related to Assessment
- Vision Screening
- Generic (for all other assessments)
- Progress Report
- Documents Related to Assessment**
- Educational Evaluation Report
- Travel Training Evaluation Referral
- Psychological Evaluation Report
- Psychological Update

Comment: Previous classroom observation

Create [advanced >>](#)

- The **Documents Related to Assessment** fax coversheet is for documents produced externally to SESIS which you believe should be included in the student record
- To easily identify documents, type a descriptor for each document in the text box when you create it

Select: Cover Sheet

Actions: [Edit This Section](#) [Print...](#)

ID:	CHARTER3
Last Name:	Senso
First Name:	Levi
Middle Name:	
Birth Date:	07/04/2001
Grade:	5th Grade
Gender:	Male

[This Section](#)
[Selected Sections](#)
[All Sections](#)
FAX Coversheet

Send Message with Document

The screenshot shows a web application interface. At the top, there is a breadcrumb trail: [My Home Page](#) → [Levi Senso \(CHARTER4\)](#) → [Final Document](#). Below this, there is a 'Select:' dropdown menu with 'Cover Sheet' selected. Underneath, there are 'Actions:' including 'Print...' and 'More Actions...'. A tooltip is visible over the 'More Actions...' button, showing two options: 'Change Status of This Document' and 'Send Message With Document'. Below the actions, there is a table with the following data:

ID:	CHARTER4
Last Name:	Senso
First Name:	Levi
Middle Name:	
Birth Date:	07/04/2001
Grade:	5th Grade
Gender:	Male

Overlaid on the right side of the screenshot is a 'Send Message With Document' dialog box. It has a title bar with 'Send' and 'Cancel' buttons and a 'High Importance' checkbox. The main area of the dialog has a 'To:' field, which is circled in orange. Below the 'To:' field, there is a 'Look up:' section with three options: 'Staff User ID', 'Parent User ID', and 'My Messaging Groups'. The dialog also features a rich text editor toolbar at the bottom with various icons for text formatting and editing.

- To send a message to a SESIS user with a document, select More Actions and Send Message With Document

Completing the Progress Report

Create New Document: Progress Report

No Documents Available

- Generic (for all other assessments)
- Progress Report**
- Documents Related to Assessment
- Educational Evaluation Report

Comment:

[advanced >>](#)

- Select Progress Report from the document drop-down
- Noting the program/subject in the comment section will facilitate retrieval of the document

Finalizing the Progress Report

Search → [Levi Senso \(CHARTER5\)](#) → Draft Progress Report (2011-12)

Select: [Student Progress Report](#)

Actions: [Edit This Section](#), [Print...](#), [More Actions...](#)

NYC
Department of Education

Status of Progress Report for Levi Senso (CHARTER5)

Change status from Draft to ▼

[Accept](#) [Cancel](#)

[Review](#)
[Final](#)

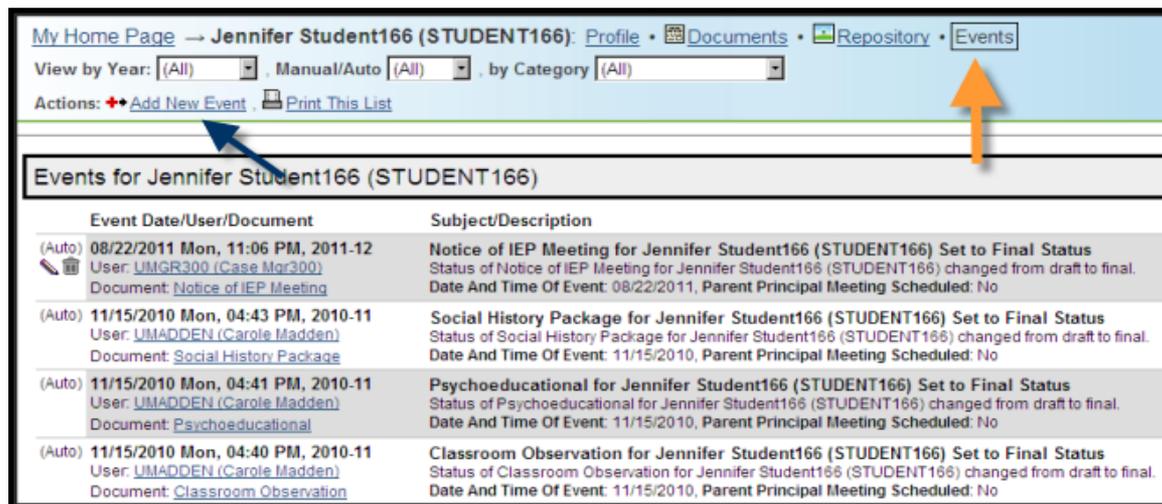
[Modify Document Setup](#)
[Change Status of This Document](#)
[Update Document from Student Profile](#)
[Regenerate This Section](#)
[Send Message With Document](#)

- Once you have completed the Progress Report, go to More Actions and Finalize the document
- You will be prompted to create an Event and send an internal message to relevant users such as your CSE

Student Event Log

Every student has an Event Log. Two types of events are captured in the log:

- Automatic Events - automatically created when a document has been deleted or a change in status has been made.
- Manual Events - created by individual staff members to document actions taken and activities associated with a student's special education process.
 - Used to record parent/guardian outreach
 - Can be linked directly to documents



The screenshot displays the 'Events' page for Jennifer Student166 (STUDENT166). At the top, there are navigation links: 'My Home Page', 'Jennifer Student166 (STUDENT166)', 'Profile', 'Documents', 'Repository', and 'Events'. Below these are filters for 'View by Year' (set to '(All)'), 'Manual/Auto' (set to '(All)'), and 'by Category' (set to '(All)'). There are also action links: 'Add New Event' and 'Print This List'. An orange arrow points to the 'Events' link, and a blue arrow points to the 'Add New Event' link.

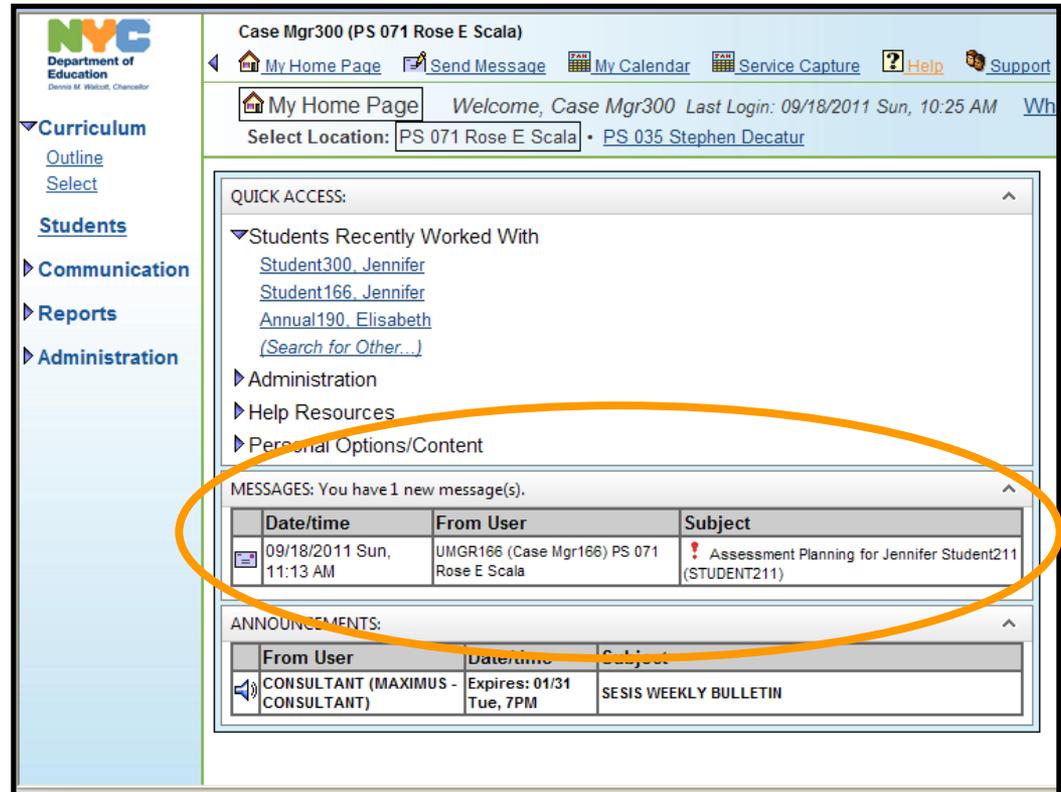
Event Date/User/Document	Subject/Description
(Auto) 08/22/2011 Mon, 11:06 PM, 2011-12 User: UMGR300 (Case Mgr300) Document: Notice of IEP Meeting	Notice of IEP Meeting for Jennifer Student166 (STUDENT166) Set to Final Status Status of Notice of IEP Meeting for Jennifer Student166 (STUDENT166) changed from draft to final. Date And Time Of Event: 08/22/2011, Parent Principal Meeting Scheduled: No
(Auto) 11/15/2010 Mon, 04:43 PM, 2010-11 User: UMADDEN (Carole Madden) Document: Social History Package	Social History Package for Jennifer Student166 (STUDENT166) Set to Final Status Status of Social History Package for Jennifer Student166 (STUDENT166) changed from draft to final. Date And Time Of Event: 11/15/2010, Parent Principal Meeting Scheduled: No
(Auto) 11/15/2010 Mon, 04:41 PM, 2010-11 User: UMADDEN (Carole Madden) Document: Psychoeducational	Psychoeducational for Jennifer Student166 (STUDENT166) Set to Final Status Status of Psychoeducational for Jennifer Student166 (STUDENT166) changed from draft to final. Date And Time Of Event: 11/15/2010, Parent Principal Meeting Scheduled: No
(Auto) 11/15/2010 Mon, 04:40 PM, 2010-11 User: UMADDEN (Carole Madden) Document: Classroom Observation	Classroom Observation for Jennifer Student166 (STUDENT166) Set to Final Status Status of Classroom Observation for Jennifer Student166 (STUDENT166) changed from draft to final. Date And Time Of Event: 11/15/2010, Parent Principal Meeting Scheduled: No

Event Log Best Practices

- The Event Log will increase with each school year and provide educators and parents a comprehensive history of activities
- It is best practice to log events for anything a staff member should know about the student as the school year progresses such as:
 - Rescheduled meetings (e.g. IEP, Social History, etc)
 - Delayed evaluations
 - The student's process stage was updated when creating the Notice of IEP
 - A change from a previous service
 - Conversations with a parent
 - Collaboration that occurred with a colleague(s) regarding the student
- CSEs and Charters should update the Event Log

SE SIS Communication Platform

- Alternative communication method to Outlook email
- Messages can be sent to any staff member on SESIS
- Messages are readily available from the SESIS homepage



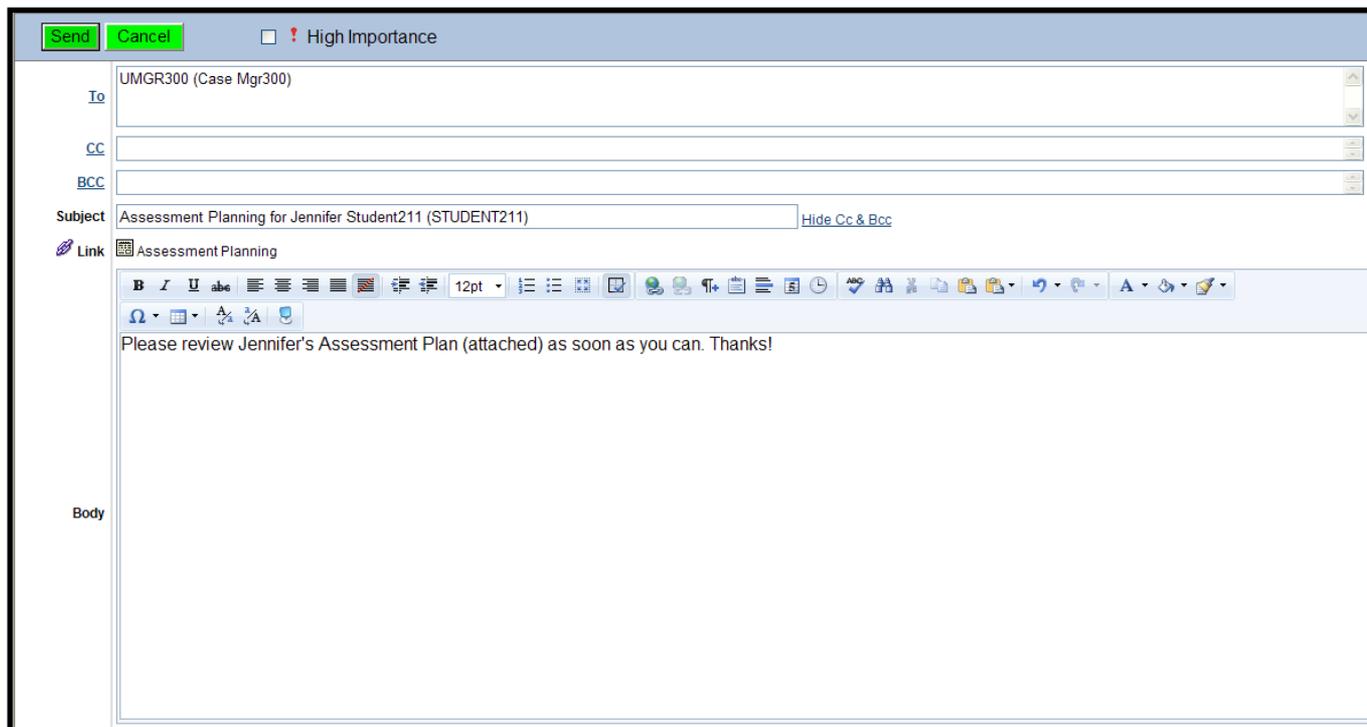
The screenshot displays the SESIS Communication Platform interface. The top navigation bar includes links for 'My Home Page', 'Send Message', 'My Calendar', 'Service Capture', 'Help', and 'Support'. The user is logged in as 'Case Mgr300 (PS 071 Rose E Scala)' with a last login of '09/18/2011 Sun, 10:25 AM'. The interface shows a 'QUICK ACCESS' section with links for 'Students Recently Worked With', 'Administration', 'Help Resources', and 'Personal Options/Content'. A 'MESSAGES' section is highlighted with an orange oval, showing a notification for a new message. Below this is an 'ANNOUNCEMENTS' section with a message from 'CONSULTANT (MAXIMUS - CONSULTANT)' regarding the 'SE SIS WEEKLY BULLETIN'.

Date/time	From User	Subject
09/18/2011 Sun, 11:13 AM	UMGR166 (Case Mgr166) PS 071 Rose E Scala	! Assessment Planning for Jennifer Student211 (STUDENT211)

From User	Date/time	Subject
CONSULTANT (MAXIMUS - CONSULTANT)	Expires: 01/31 Tue, 7PM	SE SIS WEEKLY BULLETIN

SEGIS Communication Platform

- Similar functionality as Outlook email
- Can attach messages to SEGIS student documents – which are not accessible outside SEGIS



Most Common Process Errors Related to SESIS Basics

- Calling the SESIS Help Desk when the solution is online, searchable and faster
- Searching for a student you don't have access to
- Not following the "breadcrumbs" provided in the system
- Not understanding process stage definition, usage and impacts
- Creating/finalizing documents out of sequential order
- Not understanding the difference between Edit versus View mode
- Not understanding the Save button definitions and usage
- Not deleting documents created erroneously
- Confusion on which fields are required when creating an event for a student

IEP: Present Levels of Performance and Individual Needs

The previous hardcopy IEP pages 3, 4 and 5 have been consolidated into one section in the SESIS IEP.

PRESENT LEVELS OF PERFORMANCE AND INDIVIDUAL NEEDS	
DOCUMENTATION OF STUDENT'S CURRENT PERFORMANCE AND ACADEMIC, DEVELOPMENTAL AND FUNCTIONAL NEEDS	
CLICK HERE TO ACCESS ARIS TO VIEW ACADEMIC DATA	
<ul style="list-style-type: none">• initial or most recent evaluation results (including observations completed as part of an evaluation);• student strengths, preferences and interests;• concerns of the parent for enhancing the education of their child;• performance on any general State or district-wide assessment programs;• progress toward prior IEP annual goals and in the general education curriculum; and• other special factors such as behavior that may impede learning, language needs of a student with limited English proficiency, need for instruction in Braille and the use of Braille, communication and assistive technology needs of the student.	
EVALUATION RESULTS (INCLUDING FOR SCHOOL-AGE STUDENTS, PERFORMANCE ON STATE AND DISTRICT-WIDE ASSESSMENTS)	
ACADEMIC ACHIEVEMENT, FUNCTIONAL PERFORMANCE AND LEARNING CHARACTERISTICS LEVELS OF KNOWLEDGE AND DEVELOPMENT IN SUBJECT AND SKILL AREAS INCLUDING ACTIVITIES OF DAILY LIVING, LEVEL OF INTELLECTUAL FUNCTIONING, ADAPTIVE BEHAVIOR, EXPECTED RATE OF PROGRESS IN ACQUIRING SKILLS AND INFORMATION, AND LEARNING STYLE:	
STUDENT STRENGTHS, PREFERENCES, INTERESTS:	

IEP: Measurable Annual Goals

- Always check the **Select:** arrow dropdown to ensure work is being done on the correct goal.
- Insert Statements** allow users to create and save their own statements (e.g. goals, criteria etc ...) to be used at a later date.

Select: Measurable Annual Goals

Measurable Annual Goals - Select: 5 - [Shift Measurable Goals and Objectives](#), [Shift Measurable Goals and Objectives](#), [Duplicate Measurable Goals and Objectives](#), [Delete Measurable Goals and Objectives](#) - [Add New Measurable Goals and Objectives](#), [Insert New Measurable Goals and Objectives](#)

Save, Done Editing Save, Continue Editing Cancel

To complete this section, fill out the form below and click save above.

- Red highlighted fields are required. Once a required field is completed, it will turn yellow.

[Skip to end of page](#) * Denotes a required field

ANNUAL GOALS WHAT THE STUDENT WILL BE EXPECTED TO ACHIEVE BY THE END OF THE YEAR IN WHICH THE IEP IS IN EFFECT	CRITERIA MEASURE TO DETERMINE IF GOAL HAS BEEN ACHIEVED	METHOD HOW PROGRESS WILL BE MEASURED	SCHEDULE WHEN PROGRESS WILL BE MEASURED
* Insert Statements 	* Insert Statements 	* Insert Statements 	* (Select) times per (Select)
Is the IEP team likely to recommend alternate assessment? * <input type="checkbox"/> Yes <input type="checkbox"/> No			

IEP: Recommended Programs and Services

The majority of fields in this section are required (pink fields) to ensure all critical service information is accurately captured.

				Save, Done Editing		Save, Cont	
SPECIAL EDUCATION PROGRAM/SERVICES	SERVICE DELIVERY RECOMMENDATIONS*	FREQUENCY HOW OFTEN PROVIDED	DURATION LENGTH OF SESSION	LOCATION WHERE SERVICE WILL BE PROVIDED	PROJECTED BEGINNING / SERVICE DATE(S)		
Special Education Teacher Support Services [SETSS] * (Select)	Provided by * (Select) * Direct Service ? * (Select) service Language of Service: * (Select)	* (Select) time(s) per week	Period	* (Select)	* (Select)		
(Select)							
RELATED SERVICES:	SERVICE DELIVERY RECOMMENDATIONS*	FREQUENCY HOW OFTEN PROVIDED	DURATION LENGTH OF SESSION	LOCATION WHERE SERVICE WILL BE PROVIDED	PROJECTED BEGINNING / SERVICE DATE(S)		
Speech-Language Therapy	* Individual service Language of Service: * (Select)	* (Select) time(s) per * week	* (Select) minutes	* (Select)	* (Select)		

IEP: Summary Page

- **PROMOTION CRITERIA** allows for input of different subjects for each school year.

PROMOTION CRITERIA	
CURRENT YEAR	
<input checked="" type="checkbox"/> Standard <input type="checkbox"/> Modified	
NEXT YEAR	
<input type="checkbox"/> Standard <input checked="" type="checkbox"/> Modified	(Select) ▼
Parent Concerns:	(Select) Multiple Criteria Multiple Criteria and Modification of Achievement of Performance Standards

- **INSTRUCTIONAL/FUNCTIONAL LEVELS** are entered on the Summary page (*previously on the present levels of performance*).

INSTRUCTIONAL/FUNCTIONAL LEVELS	
Reading:	4th Grade ▼
Math:	(Select) ▼

Completing a Progress Report for Parents

IEP PROGRESS REPORT	
1st Progress report for this IEP <input checked="" type="checkbox"/>	
Methods of Measurement	Teacher/Provider Observations ▼
Report of Progress	Progress made; goal not yet met ▼
Progress Towards Annual Goals	Anticipate meeting goal ▼
2nd Progress report for this IEP <input type="checkbox"/>	

- Progress Reports for Parents must be set up in the student's IEP PRIOR to finalization
- At reporting time, open the finalized IEP and go to the Measureable Annual Goals Section
- For each goal, select the appropriate reporting period, complete comments, and print

Website Resources Supporting SESIS

Training and reference information is available from within the SESIS tool and on the SESIS portal

The image shows a screenshot of the Special Education Student Information System (SEIS) login page and a help guide. The login page features the NYC Department of Education logo, a welcome message, and a login form with fields for School/District ID (pre-filled with NYCONFIG), User ID, and Password. A 'Sign in' button is located below the form. A green box above the form states: 'Access to SESIS is currently available to all DOE schools. Please do not change the pre-populated "School/District ID" field. To access SESIS, use your DOE User ID and password. Enter your User ID as follows; CENTRALuser ID'. A link to reset the password is provided: 'To reset your password click here'. A link to the SESIS portal is also provided: 'For more information about SESIS please go to https://portal.nycenet.edu/SEIS/'. A help guide window is open on the right, listing various resources with colored arrows pointing to them: (a) SESIS Help Desk - Technical (718-935-5100) (red arrow), (b) Computer-Based Training Modules (green arrow), (c) Training Materials (orange arrow), and (d) SESIS Website (blue arrow). The help guide also lists other resources like (e) SESIS FAQs, (f) New State IEP FAQ, (g) New York State Standards, (h) NYCDOE Standard Operating Procedures Manual Feb. 2009, (i) NYCDOE Promotion Policy, (j) Independent Evaluation Resource Documents, (k) Accommodations for Testing, and (l) Appendix K (Case Close Reasons).

Website Resources Supporting SESIS

The SESIS web portal provides a variety of training and reference information formatted to support multiple learning preferences.

- Placemats:
 - Basic Navigation
 - Working with Documents in SESIS
 - Logging Events in SESIS
 - Major Workflows in SESIS
 - Doing Work Sequentially
- Training Guide
 - Navigation Basics
- Brown Bags
 - Searching for Students / Student Profile / Basic Navigation
- Computer Based Training Module
 - Navigation Basics

Website Resources Supporting SESIS

- Periodic updates on SESIS functionality and processes are regularly reported in the following:
 - SESIS Weekly Bulletin
 - SESIS Help Topics (i.e. Help Desk database)
- Access to the SESIS portal
 - If you are located at a DOE location, use <http://intranet.nycboe.net/SEIS>
 - If you are not located at a DOE location, use <https://portal.nycenet.edu/SEIS>
 - For non-DOE staff, use http://schools.nyc.gov/Academics/SpecialEducation/EducatorResources/SEIS_NonDOE.htm

SEGIS Escalation Procedures

Question	Example	Answer	Escalation
Policy Questions	<ul style="list-style-type: none"> - Should I fax this document? - Do I fax this to the CSE or SESIS? - I've edited goals, what are the next steps? 	Charter Policy FAQs	CSE Point Person
Access Questions	<ul style="list-style-type: none"> - My username and password don't work. - How do I get a username and password? - I don't have access to my current school. 	Access FAQ Document	CSO Ops Liaison
SEGIS Functional Questions	<ul style="list-style-type: none"> - I have faxed documents that are not showing in SESIS. - How do I send a message in SESIS? 	Functional FAQ Document	TBD

Training Environment (Sandbox) Information

- Review of Script and ppt
- Use url: <https://sesistrg.appsolgrp.com>
- Use the User ID that you were given
- For group sessions, use any Student ID beginning with “charter”
- Someone else may be using the student at the same time
- The sandbox refreshes every night
- To show a student with full documents, use student73
- The date the Sandbox will be unavailable is TBD based on SESIS go-live date