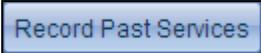


## Recording a Guidance Counseling Session

Follow the steps below to complete a SESIS Service Record for a student who attended a counseling session.

Step	Action
1.	Click the <b>Service Capture</b> link from your SESIS homepage to open your Services Calendar. 
2.	Click the name of the student in your Caseload for which you wish to record services.
3.	Click the <b>Record Past Services</b> link at the top of the Services Calendar. 
4.	Click on the date of the session and click <b>OK</b> .
5.	Enter the time that the student arrived for the session in the <b>Start Time</b> field.
6.	Enter the session end time in the <b>End Time</b> field.
7.	Click the <b>Service Type</b> dropdown to specify <b>Counseling Services</b> .
8.	Select the <b>Language of Service</b> from the dropdown.
9.	<p>Note the <b>Session Type</b> dropdown automatically defaults to <b>Service Provided</b>.</p> <ul style="list-style-type: none"> <li>• Select <b>Student Absent</b> when the student is (1) absent from school or (2) is present in school but refuses to receive service.</li> <li>• Select <b>Provider Absent</b> when you are absent from the DOE (e.g. sick leave, personal leave).</li> <li>• Select <b>Cancelled</b> 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"> <li>○ Unscheduled school closings (e.g. snow days, half-days)</li> <li>○ Student is in school but is unavailable due to participation in other school activities (e.g. school trip, assemblies, testing)</li> <li>○ Provider is performing another DOE-related task (e.g. IEP or other meetings, DOE-approved training or professional development)</li> </ul> </li> </ul> <p>You do <b>not</b> need to record cancellations for days that are shown in gray on the <b>Service Calendar</b>.</p> <p>Refer to the Encounter Attendance FAQ document <a href="#">here</a> for additional detail.</p>
10.	Click either <b>Individual</b> or <b>Group</b> from the <b>Group Size</b> 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. If a student is mandated for group, but the service can only be provided individually (e.g. there is no other student in the school to group with the student), indicate service was provided in Group of 1.

Step	Action
11.	Click the <b>Service Location</b> dropdown to select the location the service was provided. Only one location may be selected at this time; so, select the location where most of the service was provided. Detail the other locations in Session Notes.
12.	Select the progress from the <b>Progress Indicator</b> dropdown. Indicate progress toward mandated IEP annual goals rather than progress towards a session objective only.
13.	Enter the appropriate information into the <b>Session Notes</b> field. Describe each specific intervention, the student's response to the intervention, or other relevant information. Relate the intervention to an actual school function.  If treatment was consultative, describe the interactions and discussions with teachers, parents, doctor, or other school personnel.  In addition to specifics of the session, use this field to identify multiple locations of service, document a student's refusal to attend a session, or the reason for an absence or cancellation.
14.	Click the checkbox to certify this service. <input type="checkbox"/> 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.  All services must be certified, including absences and cancellations.
15.	Click <b>Save</b> .
16.	The service just recorded will now be seen on the <b>Services Calendar</b> and the Encounter Attendance reports. These reports can assist you in various ways, for example, noting progress in evaluations and/or discussing student progress with parents.