

# How to Search for Pre-K Students with IEPs Attending your Program

Follow these steps to search for students who have not yet been identified as “Turning 5” students with IEPs attending your Pre-K program.

1. Login to the Special Education Student Information System (SEGIS) using your DOE email User ID and password. Here is a link to SEGIS:

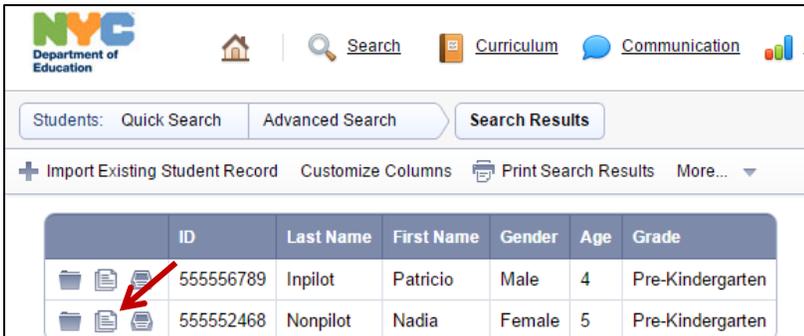
<https://sis.nyccenet.edu/userlogin.aspx?WorkspaceID=NYCONFIG>

2. From the SEGIS top navigation menu, select “Students” from the *Search* menu.

3. Select “Pre-Kindergarten” from the *Grade* dropdown.
4. If you are searching for a specific student, you should also enter his/her student *ID*, or *Last Name* and *First Name*.
5. Click **Search**.

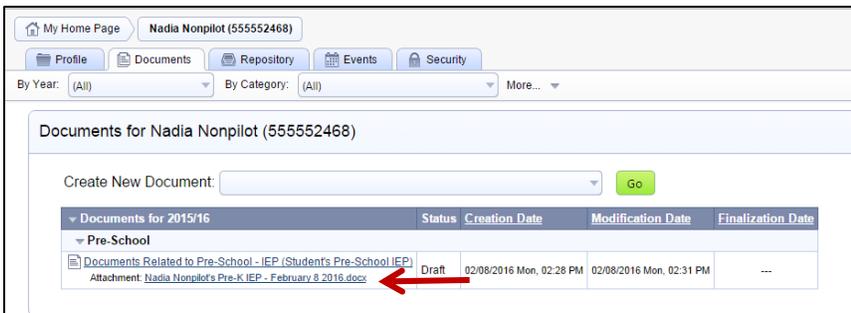
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6. The Pre-K students with IEPs will be listed in the search results.
7. Click on the Documents icon to view a student's IEP and other uploaded Pre-K documents.



	ID	Last Name	First Name	Gender	Age	Grade
	555556789	Inpilot	Patricio	Male	4	Pre-Kindergarten
	555552468	Nonpilot	Nadia	Female	5	Pre-Kindergarten

8. Click on the attachment to view the IEP.



Documents for Nadia Nonpilot (555552468)

Create New Document:

Documents for 2015/16	Status	Creation Date	Modification Date	Finalization Date
Pre-School				
Documents Related to Pre-School - IEP (Student's Pre-School IEP)	Draft	02/08/2016 Mon, 02:28 PM	02/08/2016 Mon, 02:31 PM	...
Attachment: <a href="#">Nadia Nonpilot's Pre-K IEP - February 8 2016.docx</a>				

9. To log out of SESIS, click **Logout** in the upper right section of the screen.



Case Manager 8 (Community Training School 1)  
[Logout](#)

**Reports** [Save](#)

- Case Closing
  - [Discharge Report YTD](#)
  - [Status of Students - Parent Revocation](#)
- Evaluation
  - [Compliance Report for Completed Assessments \(YTD\)](#)
  - [Compliance Report for Incomplete Assessments](#)

**Note:** Pre-K IEPs are developed on paper by the CPSE; and then they are uploaded into SESIS for programs to access. Contact the CPSE office that covers the student's home district if you have any questions or concerns about the special education process for a Pre-K student. CPSE contact information can be found at the following URL address:  
<http://schools.nyc.gov/Academics/SpecialEducation/Help/Contacts/CSECPSE>.