

Creating the Notice of IEP Meeting in SESIS

Step	Action
1.	From the student's online record, select the Notice of IEP Meeting .
2.	Click the Go button.
3.	Click the Type of Notice dropdown.
4.	<p>Click to select the appropriate type of notice for the student's case type.</p> <p>After you make a selection, SESIS will check your choice against the process stage and referral status in the student record.</p> <p>For this example, select Reevaluation.</p>
5.	Click the Save, Done Editing button.
6.	<p>Note: If SESIS finds that you selected a notice type that conflicts with the student record, the system will display a message saying so and suggesting you coordinate with the case manager (school psychologist) to determine next steps. At this point, you can either:</p> <ol style="list-style-type: none"> 1. Resolve the conflict by following the instructions provided in the message (for example, if a referral is missing, create it and then proceed.) 2. Force the system to accept your original choice – you would only use this option if you have confirmed that the system record is incorrect (does not match what is recorded in CAP or other systems).
7.	Click the link to access the "Notice of IEP: Reevaluation."
8.	<p>Click the Popup calendar icon.</p> <p>The date selected must be at least 7 days from the current date. If the meeting is being held earlier, please see the lesson titled Parent Agreed to an Earlier Meeting Date.</p>
9.	Click the 14 to schedule the meeting on September 14th.

Step	Action
10.	Click the lookup link to select a required IEP meeting participant.
11.	Click the school the student attends link to search for staff members.
12.	Click the SELECT button to the left of the first option.
13.	<p>The teacher's name has been entered in the field.</p> <p>When completing this document, be sure to complete all of the required participant names, as names that are entered on this notice will automatically populate the Attendance Page of the IEP. Do not forget Related Service Providers.</p> <p>Once this document has been saved, only the name will be visible; not the ID.</p>
14.	Click to scroll down.
15.	Click the Save, Done Editing button.
16.	Click here to finalize the Notice of IEP document.
17.	Click the Accept button.
18.	Click the OK button.
19.	Feature: A Work Flow Prompt at the top of the screen will direct you to the next step in the process.
20.	This concludes the lesson on creating the Notice of IEP Meeting . End of Procedure.

Adapted from: SESIS - Creating the Notice of IEP Meeting