

## Summary:

Before entering information in the **Recommended Special Education Program/Services** section of the IEP in SESIS, decide with the IEP team what service/s the team would like to recommend for this particular student. This decision should be made by reviewing the student's individual needs, Present Levels of Performance, IEP goals, and other pertinent IEP information. The service recommendation should align with these sections of the IEP.

Respond to the following questions, and then proceed to entering information in the **Recommended Special Education Program/Services** section of the IEP in SESIS:

- In what content area(s) does the student need support by the SETSS provider and for how many periods per week is it needed?
- In what content area(s) does the student require SETSS support in a separate location and for how many periods per week is it needed?
- How many periods of indirect SETSS support (time for collaborative planning, lesson planning, modifying and adapting materials, and other activities that support the student but do not involve you being physically with the student) is required to adequately support the student with accessing the general education curriculum? Note: These indirect services to the student should also be documented under Support for School Personnel on Behalf of the Student.

## Detailed Steps:

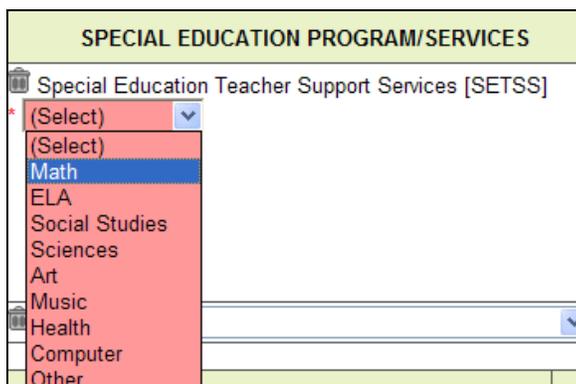
### 1. First column: **Special Education Programs/Services**

- Select "SETSS" from the drop-down list of services, as shown below.
- Once the screen refreshes, another drop down will appear beneath SETSS that asks for the content area of support. Select the first content area in which the student requires direct support in the general education class. In the example below, "Math" was selected.



SPECIAL EDUCATION PROGRAM/SERVICES

- (Select)
- (Select)
- Special Education Teacher Support Services [SETSS]**
- Integrated Co-Teaching Services
- Special Class
- Travel Training
- Adapted Physical Education
- Other Program



SPECIAL EDUCATION PROGRAM/SERVICES

- Special Education Teacher Support Services [SETSS]
- (Select)
- (Select)
- Math**
- ELA
- Social Studies
- Sciences
- Art
- Music
- Health
- Computer
- Other

### 2. Second column: **Service Delivery Recommendations**

- From the first drop-down menu **Provided by**, select the provider the student will receive SETSS services from, either “Community School Provider” or “D75 Provider.”
- The next drop-down defaults to “Direct Service.” Select “Indirect Service” if you determined that indirect SETSS support is required to adequately support the student.
- In the next drop-down, select whether it is “Individual” or “Group” **service**.
- From the last drop-down **Language of Service**, select the appropriate language.

### 3. Third column: **Frequency**

Select how many periods per week this student requires support in this particular content area.

### 4. Fourth column: **Duration**

You don't need to select anything as **Period** will appear as a response in this column.

SERVICE DELIVERY RECOMMENDATIONS*	FREQUENCY HOW OFTEN PROVIDED	DURATION LENGTH OF SESSION
Provided by * (Select) v Direct Service v ? * (Select) v service Language of Service: * (Select) v	* (Select) v time(s) per week	Period

### 5. Fifth column: **Location**

From the drop-down, select the appropriate location from the three options as shown below.

- If you are providing services in the general education environment, then select “General Education Classroom.”
- If you are conducting a tutorial, or servicing the student outside of the general education environment, then select “Separate Location.” Note: In an inclusive setting where students receive SETSS, the only two locations for direct services are the “General Education Classroom” and “Separate Location” (the child does not receive SETSS services in a “Special Education Classroom”).

LOCATION WHERE SERVICE WILL BE PROVIDED
General Education Classroom v
(Select)
Special Education Classroom
General Education Classroom
Separate Location

## 6. Sixth Column: Projected Beginning / Service Date(s)

The beginning date should be no later than 10 days after the IEP meeting, as parents have 10 days after the meeting to agree or disagree with what is in the IEP. However, if the parent is in agreement with the IEP at the meeting, then the parent may sign an FNR (Final Notice of Recommendation). The FNR is not available on SESIS but can be found in the appendices of the SOPM. If the parent signs an FNR at the IEP meeting, then the Initiation Date can be as soon as the following day.

A completed SETSS service recommendation example:

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] * Math	Provided by * D75 Provider * Direct Service [?] * Individual service Language of Service: * English	* 4 time(s) per week	Period	* General Education Classroom	* 04/16/2012

7. Once you have completed the first row of SETSS services, you must repeat the process for each content area that is being recommended for the student. For example, if the recommendation is SETSS Direct Service support in the General Education Classroom for four different content areas, such as Math, ELA, Social Studies, and Art, each content area will have its own separate row. Note: Direct Service in Separate Location and Indirect Service should be reflected in separate rows.

## Selecting the Placement Recommendation

When you are ready to complete the **Special Transportation/Placement Recommendations** section, the **Placement Recommendation** for a student receiving SETSS services from a District 75 provider must be “NYC DOE Community School” as shown below.

SPECIAL TRANSPORTATION TRANSPORTATION RECOMMENDATION TO ADDRESS NEEDS OF THE STUDENT RELATING TO HIS/HER DISABILITY	
<input type="checkbox"/> None.	
<input type="checkbox"/> Student needs special transportation accommodations/services as follows:	
Have transportation requirements been determined by any of the following? * <input type="checkbox"/> Yes <input type="checkbox"/> No	
Impartial Hearing	(Select)
Resolution	NYC DOE Community School
Mediation	NYC DOE Specialized School co-located in an NYC DOE Community School
State Review Officer Decision	NYC DOE Specialized School
<input type="checkbox"/> Student needs transportation	NYSED-Approved Non Public School - Day
	NYSED-Approved Non Public School - Residential
	NYSED Approved Non Public School - Placed by ACS
	Board of Cooperative Educational Services
	Charter School
	Home Instruction
	Other
Placement Recommendation: *	(Select)