

Accurately Entering SETSS as the Service Recommendation on the IEP in SESIS

Before entering in this information, 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.

- 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?

Please Note: These indirect services to the student should also be documented under Support for School Personnel on Behalf of the Student.

Once the team has responded to these questions you can enter the information into the Recommended Services section of the IEP by doing the following:

First Column: Special Education Program/Services

Select SETSS from the drop-down menu. Once you select SETSS, another drop down will appear beneath SETSS that reads "select" and asks for the content area of support. Select the first content area in which the student requires direct support in the general education class.

Second Column: Service Delivery Recommendations

The first drop-down menu reads "Provided By"; this refers to whether the student is receiving SETSS services from a community school provider or a District 75 provider. Select the appropriate response.

Beneath this is another drop-down asking you to indicate whether this particular service is "Direct" or "Indirect". Select the appropriate response.

Beneath this is another drop-down asking you to indicate if the service is "Individual" or "Group". Select the appropriate response.

Beneath this, is another drop-down menu that reads "Language of Service". Select the appropriate response.

Third Column: Frequency

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

Fourth Column: Duration

This column will automatically read "Period" because that is how SETSS services are delivered.

Fifth Column: Location

There is a drop-down menu with three options: "General Education Classroom", "Special Education Classroom", and "Separate Location". If this is a time when you are providing services in the general education environment then the location is "General Education Classroom". If this is a time when you are conducting a tutorial, or servicing the student outside of the general education environment, then the location is "Separate Location". Please note that 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").

Sixth Column: Projected Beginning Service Date(s)

This implementation 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 was discussed and put in the IEP. However, if at the meeting, the parent is in agreement with the document 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.

Once you have completed your first row of SETSS supports, you must repeat this process until all SETSS support for each content area that is being recommended for the student is reflected. For example, if it is being recommended that the student receive Direct Support in the General Education Classroom for four different content areas, then there must be four different rows entered into this section. Please Note: Direct service in separate location and indirect service should be reflected in separate rows.

Special Transportation/Placement Recommendation: Please note that when you go to this section of the IEP, the Placement Recommendation for a student receiving SETSS services from a District 75 provider MUST BE "Community School," NOT "Specialized School co-located in a Community School."

NOTE: ALL INFORMATION IS SUBJECT TO CHANGE AS SESIS CONTINUES TO BE UPDATED. THIS DOCUMENT IS MEANT ONLY AS A REFERENCE AND IS NOT AN OFFICIAL GUIDE. PLEASE SEE THE SESIS WEBSITE FOR MORE INFORMATION.