

How Pre-K Programs Use SESIS to Access Student IEPs



THE SESIS TEAM | Ensuring all students have access. Together we can!

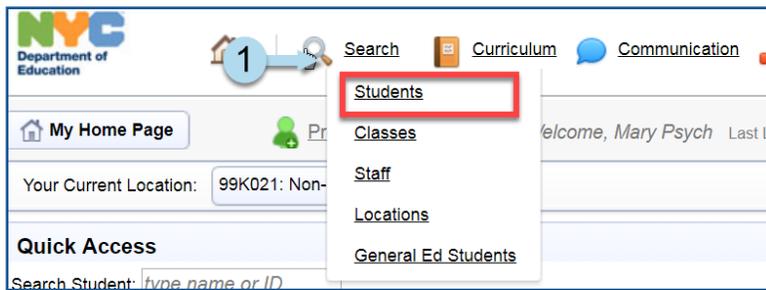
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Introduction

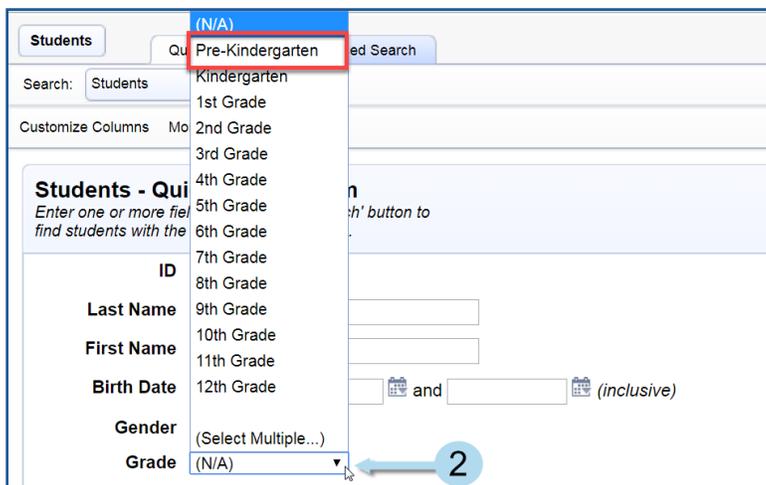
This training guide provides guidance to pre-K programs on how to use SESIS to access the Individualized Education Programs (IEPs) of attending students.

Note: Preschool IEPs are managed by the Committee on Preschool Special Education (CPSE); they are developed on paper and then they are uploaded into SESIS as attachments. If you have any questions or concerns about the special education process for a pre-K student, contact the CPSE office for the student's home district.

1. Click **Search** and select **Students** from the dropdown menu.



2. Select **Pre-Kindergarten** from the *Grade* dropdown menu.



- If you are searching for a specific student, you should also enter his/her **NYC ID** and/or the student's **Last Name** and **First Name**.
- Click **Search**.

Customize Columns More...

Students - Quick Search Form

Enter one or more fields and click the 'Search' button to find students with the same field information.

ID

Last Name

First Name

Birth Date Between and (inclusive)

Gender

Grade

Additional Admin (ID) [lookup](#)

Include Inactive students

Note: Pre-K students with IEPs enrolled at the program will be listed in the search results.

- Click the **Profile** icon to view student demographic information, or click the **Documents** icon to view the student's documents. Hard copy preschool IEPs will be uploaded as attachments under **Documents**.

	ID	Last Name	First Name	Gender	Age	Grade
 	.VL016	Reeval	Turner	Male	4	Pre-Kindergarten