



Recording 12-Month, Make-up and Recovery Services for Extended School Year

Recording Services for 12-Month Mandates

Steps / Description	SESIS Image
Select / Verify Mandate Short Description When completing the Encounter Attendance Service Record, the mandate displays in the <i>Mandate Short Description</i> field and should match the mandate from the student's current IEP.	SiEP-SP-3W-30-1:EN:12M-2 Initial Add Mandates to the list (Check all that apply and click lookup to view Mandates list): Add Mandates to the list (Check all that apply and click lookup to view Mandates list): Mandates Short Description: Mandated Service (IPP/ESP/SP/CSP) Compensatory Services Add Expire(IPP/ESP/SP/CSP) Compensatory Services Add Expire(IPP/ESP/CSP) Mandates Without/Pending IEP Consent Add
 If the student has multiple mandates for the same Service Type, the Select Mandate pop-up window will display automatically, and you will need to select the appropriate mandate. Note: Verify that the Mandate Term is 12M before selecting. 	Select Mandate X X X Mandate Short Description Type Group of Separate Service Frequency Duration Group of Location Start Date Date Date Service Frequency Duration Group of Location Start Date Date Date Date Date Date Date Dat
Select / Verify Session Type: Service Provided	SIEPSP1W301EN12M2 12M Language English 1/week 30 Individual Cocump 09/13/2021 11 Therapy Room 10/13/2021 11
 Note: The Session Type is prepopulated with Service Provided. Select or verify Service Provided from the Session Type dropdown menu. Complete the rest of the required fields and Certify and Save the record. Note: If this is for 12M make-up services, select Service provided – Make-up from the Session Type dropdown. 	Session Type: Service Provided ed Frequency:* Service Provided ed Frequency:* Service provided ed Frequency:* Service provided Provided Absent Service Absent

Recording Make-up Services for Expired/Out of Term Mandates

Use the steps below when make-up service was provided for a mandate outside of the current term. For example, when you provided a make-up service during the extended school year for a mandate from the school year.

Steps / Description	SESIS Image
 Select / Verify Mandate Short Description If the student has multiple mandates for the same Service Type, the Select Mandate pop-up window will display automatically. Click X to close the window. Check the box Add Expired/Outside Term Mandates. Click the lookup link to display expired or outside term mandates. 	Select Mandate Mandate Short Mandate
4. Select the appropriate mandate. Note: A warning message will display if the Date of Service does not natch the term. However, the message will not prevent you from ecording the service.	Add Mandates to the list (Check all that apply and click lookup to Add Mandates to the list (Check all that apply and click lookup to Mandate Service (IEP/IESP/SP/CSP) Compensatory Services Add All Service 2 Add Expired/Outside Term Mandates Mandates Without/Penemg IEP Consent
The Service Duration you have entered does not match the mandate; Check the accuracy of the	Select Mandate
Start and End Time.	Mandate Short Mandate Service Mandated Mandated Mandate Mandat
Note: A warning message will display if the Service Duration entered	of Service Predency Suration aroup Location Start Sate Line Second
does not match the mandate. However, the message will not prevent you from recording the service.	SJEPSP-2W30x4ENe10Mx3 10M Speech 20veek 30 Group of Location 11/12/2021 Language English Ziveek Minutes 4 Therapy Therapy Room Separate
The Date of Service does not match the term (summer vs school year) of the selected mandate. Check	SJEPSP-TW-30-TEN-10M-2 10M Sport 4 Inglish 1/week 30 Individual Theory 11/12/2021
to confirm mandate and service date selection.	SJEP.SP.1W-30:1:EN:10M12 12M Herav SJEP.SP.1W-30:1:EN:10M12 12M Therav Special Language English T/week Minutes Classroom
Select Session Type: Service provided – Make-up	Casadon
Note: The Session Type is prepopulated with Service Provided	Session Type: Service Provided
	Service Provided (Select)
5. To record make-up services, select Service Provided – Make-up	
 To record make-up services, select Service Provided – Make-up from the Session Type dropdown menu. Complete the rest of the required fields and Certify and Save the 	ed Frequency:* Service Provided

Note: If the mandate you served is not displayed in the Mandate Short Description field, check the Add All Service Types, Add Expired/Outside Term Mandates, and/or Add Mandates Without/Pending IEP Consent boxes and click the lookup link to display additional mandates.

	Токир
Mandate Short Description:* Add Mandates to the list (Check all that apply and click lookup to view Mandates list):	
Manuale Short Description."	✓ Mandated Service (IEP/IESP/SP/CSP) □ Compensatory Services
	🗹 Add All Service Types 🗹 Add Expired/Outside Term Mandates 🗹 Add Mandates Without/Pending IEP Consent

Recording Special Education Recovery Services

Steps / Description	SESIS Image
Check Compensatory Services Checkbox	Mandated Service (IEP/IESP/SP/CSP) 🗸 Compensatory Services
Note: If the <i>Select Mandate</i> pop-up window displays, click X to close the window.	Session Type: (Select)
1. Click the Compensatory Services checkbox.	age of Service: Service provided - Compensatory Service Provided - Recovery
Select Session Type: Service Provided – Recovery	
 Select Service Provided – Recovery from the Session Type dropdown. 	Notes for this Session: Make-up —
3. Complete the rest of the required fields and Certify and Save the record.	
Note: Enter "Make-up" in the Notes for this Session text box if this is for make-up recovery services.	

Encounter Attendance SESIS Resource Links

Encounter Attendance Guides/Videos

Guides

Logging into SESIS and Viewing your Student Caseload
Understanding the Mandate Short Description
Encounter Attendance FAQs
Encounter Attendance Upgrade Trending FAQs
Completing an Encounter Attendance Service Record
Completing Past Services for Multiple Students on Multiple Days
Special Education Recovery Services for Encounter Attendance
Scheduling a Future Service for a Student

Role-Specific Resources

<u>Completing a Service Record for Speech Providers</u> <u>Completing a Service Record for Occupational Therapy Providers</u> <u>Completing a Service Record for Physical Therapy Providers</u>

Videos

Completing an Encounter Attendance Service Record Searching for Mandates in Encounter Attendance Scheduling a Future Service for a Student Adding Students to My Students Caseload