



Viewing Student and Staff Service Records in SESIS (for Supervisors)

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Introduction

This training guide provides instructions to view student and staff service records for supervisors, principals and assistant principals.

Viewing a Student's Service Record

1. From the Search menu, select Students.



2. Type the student's First and Last Name or ID and click **Search**.

Students - Q Enter one or mor find students with	uick Search For the fields and click th the same field info	prm e 'Search' button to prmation.	
	ID Last Name		
Admin DBN/	School Name		/(ID) lookup
Addi	tional Admin Birth Date	Between and (inclusive)	/ID) lookup
	Gender Grade	(N/A) × (N/A) ×	2
Reco	eiving Admin	Include Inactive Student Profiles	(ID) okup Search

3. Click the profile icon.

3 ^{omize Colu}	imns	Print Search Results	More	\sim
Ļ	ID			Last N
Ū 🗎 🗖	NEWPL	.C050		Place

4. Hover over the Demographic/Enrollment/Contact section arrow to display the fly-out menu and select Service Records.



5. Click **Print** for a complete list of service records for the student.

Service Records 🛛	Show Filters	Print — 5					
Service Records for Student: Randy Place (NEWPLC050)							
Student Staff Service Date Time							

Note: Click Back to previous screen after printing to return to the Service Records.

← Back to previous screen	🖶 Print this document
Service Records for Stude	nt: Randy Place (NEWPLC050

6. Click Show Filters to sort records by Service Date Time.



Note: By clicking Show Filters a Service Date Time field appears, allowing the user to filter by Service Date Time. Click **Hide Filters** to hide the Service Date Time field.

Profile	Documents Repository Events
Service Re	ecords 🔄 Hide Filters Print
Service Date	e Time: Between MM/DD/ I and MM/DD/ I (inclusive)

7. Change the default page size from 10, 20 or 50 records by selecting from the Page size dropdown menu at the top or bottom of the page.

Servi	Service Records Show Filters Print						
Servi	Service Records for Student: Randy Place (NEWPLC050)						
К <	1 2 > X Pa	age size: 10 🗸 🗸					
	Student	Staff	Service Date Time	Service			
Œ	Place,Randy	Otdoe,Samantha	11/05/2021, 09:30 AM	Occupational Ther			
Ð	Place,Randy	Ptdoe,Miranda	11/03/2021, 09:00 AM	Physical Therapy			
Ð	Place,Randy	Otdoe,Samantha	11/09/2021 09:30 AM	Occupational Ther			
Ð	Place,Randy	Speechdoe,Bruce	11/12/2021, 09: 7	Speech-Language			
Ð	Place,Randy	Otdoe,Samantha	11/12/2021, J9:30 AM	Occupational Ther			
Ð	Place,Randy	Ptdoe,Miranda	11/15/2021, 09:00 AM	Physical Therapy			
Ð	Place,Randy	Speechdoe,Bruce	11/15/2021, 11:00 AM	Speech-Language			
Ð	Place,Randy	Otdoe,Samantha	1/22/2021, 09:30 AM	Occupational Ther			
Ð	Place,Randy	Otdoe,Samantha	11/23/2021, 09:30 AM	Occupational Ther			
æ	Place,Randy	Ptdoe,Miranda	11/30/2021, 09:00 AM	Physical Therapy			
K <		age size: 10 🗸					

8. Click the **magnifying glass icon** on the left of a student's name to view the selected service record.

ervic	e Records for Staff	Bruce Speechdoe (SPEECHI	DOE50)			
к <	1 2 X Page	size: 10 🗸				12 items in 2 page
_	Student	Staff	Service Date Time	Service	Duration Minutes	Completed
Ð,	Place,Randy	Speechdoe,Bruce	11/22/2021, 09:00 AM	Speech-Language Therapy	30	Yes
Ð,	Place,Randy	Speechdoe,Bruce	11/23/2021, 09:30 AM	Speech-Language Therapy	30	Yes
Ð,	Place,Randy	Speechdoe,Bruce	11/24/2021, 09:30 AM	Speech-Language Therapy	30	Yes
Ð,	Place 8	Speechdoe,Bruce	11/29/2021, 09:30 AM	Speech-Language Therapy	30	Yes
Ð,	Place,Randy	Speechdoe,Bruce	11/29/2021, 01:30 PM	Speech-Language Therapy	30	Yes
Ð,	Place,Randy	Speechdoe,Bruce	11/30/2021, 09:00 AM	Speech-Language Therapy	30	Yes
Ð,	Annual,Andy	Speechdoe,Bruce	11/30/2021, 12:00 PM	Speech-Language Therapy	30	Yes
Ð,	Place,Randy	Speechdoe,Bruce	12/01/2021, 11:00 AM	Speech-Language Therapy	30	Yes
Ð,	Place,Randy	Speechdoe,Bruce	12/02/2021, 11:00 AM	Speech-Language Therapy	30	Yes
Ð	Place,Randy	Speechdoe,Bruce	12/03/2021, 11:00 AM	Speech-Language Therapy	30	Yes

Note: The service records are sorted in ascending order on the *Service Records* list. A value of "Yes" in the *Completed* column indicates that the record has been certified by the service provider. A value of "No", indicates the service provider saved the record to be completed and certified at a later date/time.

Viewing and Printing a Staff Member's Service Records

1. From the Search menu, select Staff.



2. Under the Staff-Quick Search Form, enter the staff member's information such as First Name, Last Name, or staff ID, and then click **Search**.

S E f	Staff - Quick So Enter one or more fi ind staff with the so	earch Form elds and click the 'Search' button to Ime field information.	
	ID		
	Last Name		
	First Name		
	Works At		
	Language	(N/A) ×	_∅ (ID) lookup
	Position	(N/A) ~	
Ρ	rovider Type	(N/A) ~	9
	Caseload		
		Include Inactive Staff Profiles	Search

3. Click the **profile icon**.

	ID	Last Name	First Name
Ţ	SPEECHDOE50	Speechdoe	Bruce
3			

4. Hover over the Main section arrow to display the fly-out menu and select Service Records.

Main 	View Staff Personal Calend	lar
Persona	QA View Caseload	
	Service Records	DE50

- 5. Click **Print** to print a complete list of service records for the staff member.
- 6. Click **Show Filters** to filter records by Service Date Time.
- 7. Change the default page size from 10, 20 or 50 records by selecting from the Page size dropdown menu at the top or bottom of the page.

Note: Click the **magnifying glass icon** on the left of a student's name to view the selected service record. A value of "Yes" in the *Completed* column indicates that the record has been certified by the service provider.

Servi	ce Records 🛛	Show Filters Pri	nt 4 5			
Servio	e Records for Staff	Bruce Speechdoe (S 6	OE50)			
K <	1 2 > X Page	size: 10 V				12 items in 2 page
	Student	Staff	Service Date Time	Service	Duration Minutes	Completed
€	Place,Randy	Speechdoe,Brice	11/22/2021, 09:00 AM	Speech-Language Therapy	30	Yes
⊕ `	Place,Randy	Speechdoe,Bruce	11/23/2021, 09:30 AM	Speech-Language Therapy	30	Yes
Ð,	Place,Randy	Speechdoe,Bruce	11/24/2021, 09:30 AM	Speech-Language Therapy	30	Yes
Ð,	Place,Randy	Speechdoe,Bruce	11/29/2021, 09:30 AM	Speech-Language Therapy	30	Yes
Ð,	Place,Randy	Speechdoe,Bruce	7 1/29/2021, 01:30 PM	Speech-Language Therapy	30	Yes
Ð,	Place,Randy	Speechdoe,Bruce	11/30/2021, 09:00 AM	Speech-Language Therapy	30	Yes
Ð,	Annual,Andy	Speechdoe,Bruce	11/30/2021, 12:00 PM	Speech-Language Therapy	30	Yes
Ð,	Place,Randy	Speechdoe,Bruc	12/01/2021, 11:00 AM	Speech-Language Therapy	30	Yes
⊕ 、	Place,Randy	Speechdoe,B-uce	12/02/2021, 11:00 AM	Speech-Language Therapy	30	Yes
⊕	Place,Randy	Speechdo ,Bruce	12/03/2021, 11:00 AM	Speech-Language Therapy	30	Yes
к <	1 2 > X Page	size: 10 🗸				12 items in 2 page

Note: Click Back to previous screen after printing to return to the Service Records.

← Back to previous scre	een 🖶 Print this document
Service Records for Staff: Bruce Speechdoe (SPEECHD	
Student	Staff
Place,Randy	Speechdoe,Bruce