



SE SIS Note

Dear Colleagues,

We extend a heartfelt "Welcome back!" on behalf of the SESIS Training Team to all New York City Public School staff.



New special education staff are encouraged to [create a Learning Stream account](#) and register for one or several Professional Learning Opportunities (PLOs), which are meant to enhance your knowledge of the SESIS application. An excellent place to start is the **SE SIS-Where to Begin** webinar, which aims to show you how to navigate all the SESIS-related resources in the [SE SIS InfoHub](#).

In addition, if you'd like to learn more about the recent enhancements made to SESIS, including the updates made to the Prior Notice Package for Placement (PNP) document, register for one of the several **SE SIS Updates** webinars in the [SE SIS Professional Learning Opportunities](#) page.



Click Here!
To Subscribe to receive
SE SIS updates in your
Outlook Inbox

A new academic year is full of excitement and a fresh outlook on what lies ahead, and our team is just as excited to support your SESIS professional development. If you have questions or need further support, send us an email to SE SISCommunications@schools.nyc.gov.

Here's to another great school year!

Best,
The SESIS Team

INSIDE THIS ISSUE

- SE SIS Note - 1
- [Planned Downtime](#) - 2
- [SE SIS Updates](#) - 2
- [SE SIS Announcements](#) - 3
- [SE SIS PLO Calendar](#) - 4
- [SE SIS Spotlight](#) - 5



SE SIS Planned System Downtime

Check the [SE SIS Communications](#) page for updates.

SE SIS Updates

SE SIS was recently updated. Read a summary of the changes below.

Features & Fixes

Title	Summary
<p>Upgrade to the PWN for Placement Documents in SE SIS</p>	<p>August 23, SE SIS was upgraded to include enhancements to the <i>Prior Written Notice (PWN) for Placement</i> documents—the PWN now features organized tables that present the student's recommendations in a format similar to the IEP. Note that the <i>Coordinated Set of Transition Activities</i> section in an IEP will now be displayed as a table in the PWN and must be completed for all students beginning at age 14 (or at a younger age if determined appropriate).</p> <p>For IEPs finalized before August 23, any draft or newly created PWN for Placement documents will not include the recent upgrades. Staff should continue to complete, finalize, and provide the parent with the pre-existing <i>Prior Written Notice (PWN) for Placement</i> documents. The SE SIS updates will be reflected in PWNs from IEPs created or finalized after August 22.</p> <p>For more information about these changes and other PWN for Placement updates, refer to the What's New in SE SIS on the SE SIS InfoHub.</p>
<p>Corrected the IEP Nursing Referral form</p>	<p>When completing the <i>Nursing Referral</i> form, any text entered in the "Additional Information" field will be cleared if the nursing recommendation is changed. This occurs for both 1:1 and non-1:1 skilled nursing referrals.</p> <p>*Note that the "Select" dropdown menu varies based on the referral type. Shown is the 1:1 nursing referral.</p> <div data-bbox="440 1530 1138 1791" data-label="Image"> </div> <p>For instructional workflow support, refer to the Recommending Nursing Services in SE SIS and the Recommending Nursing Services in SE SIS for Nursing Supervisors training guides on the IEP SE SIS InfoHub page.</p>



Features & Fixes

Title	Summary																						
<p>On the profile for T5 students, the grades are set to Kindergarten</p>	<p>For the 2023-2024 school year, the following Turning Five (T5) student profile updates have been made for students who last year were classified as T5:</p> <ul style="list-style-type: none"> • Grades are set to “Kindergarten.” • The “Turning 5” box is unchecked, and • The “Student Enrollment Information is updated from ATS <div style="display: flex; justify-content: space-around;"> <table border="1" style="width: 45%;"> <tr><td>Resident</td><td><input type="checkbox"/></td></tr> <tr><td>Non Public</td><td><input type="checkbox"/></td></tr> <tr><td>NYSED approved non-public school - Placed by ACS</td><td><input type="checkbox"/></td></tr> <tr><td>Carter Student</td><td><input type="checkbox"/></td></tr> <tr><td>Turning 5</td><td><input type="checkbox"/></td></tr> </table> <table border="1" style="width: 45%;"> <tr><td>CSE District</td><td>District 07</td></tr> <tr><td>CSE</td><td>CSE 01</td></tr> <tr><td>Grade</td><td>Kindergarten</td></tr> <tr><td>Current Year Holdover</td><td></td></tr> <tr><td>Shared Accountability</td><td><input type="checkbox"/> Yes <input type="checkbox"/> No</td></tr> <tr><td>Disability</td><td>Speech or Language</td></tr> </table> </div> <p>For instructional support, refer to the Turning 5 InfoHub page.</p>	Resident	<input type="checkbox"/>	Non Public	<input type="checkbox"/>	NYSED approved non-public school - Placed by ACS	<input type="checkbox"/>	Carter Student	<input type="checkbox"/>	Turning 5	<input type="checkbox"/>	CSE District	District 07	CSE	CSE 01	Grade	Kindergarten	Current Year Holdover		Shared Accountability	<input type="checkbox"/> Yes <input type="checkbox"/> No	Disability	Speech or Language
Resident	<input type="checkbox"/>																						
Non Public	<input type="checkbox"/>																						
NYSED approved non-public school - Placed by ACS	<input type="checkbox"/>																						
Carter Student	<input type="checkbox"/>																						
Turning 5	<input type="checkbox"/>																						
CSE District	District 07																						
CSE	CSE 01																						
Grade	Kindergarten																						
Current Year Holdover																							
Shared Accountability	<input type="checkbox"/> Yes <input type="checkbox"/> No																						
Disability	Speech or Language																						

SE SIS Announcements

Recent published communication about SESIS.

SE SIS Start-of-School Special Education Checklist, Webinars, and Resources

SE SIS Start-of-School Special Education Checklist: School Administrators and Special Education Liaisons use the [SE SIS Start-of-School Special Education Checklist](#) to keep organized and track of specific special education activities for a smooth start to a new school year.

SE SIS Professional Learning Opportunities: You and your new and experienced special education staff are encouraged to attend SESIS professional learning opportunities to strengthen your knowledge and skills in navigating, updating, and managing student records in SESIS. You should register for professional learning sessions on the [SE SIS Professional Learning Opportunities Calendar](#) or refer to the [step-by-step instructions](#) for registration guidance.

SE SIS Resources: For your staff new to the SESIS application, training resources are available on the [SE SIS InfoHub](#), including the [Individualized Education Program \(IEP\) Guide](#). Staff should refer to this guide to gain foundational knowledge on navigating the IEP in SESIS.

For questions, contact your [administrator for special education \(ASE\)](#) (DOE login required). For questions about SESIS PLOs, email SE SISCommunications@schools.nyc.gov.

The SESIS Team Presents

SE SIS News



SEPTEMBER
2023



SE SIS PLO Calendar

Refer to the [SE SIS Professional Learning Opportunities](#) page to register for upcoming training sessions

SE SIS Professional Learning Opportunities (PLOs) for September 2023

SE SIS-Where to Begin

Date: September 11, 2023
Time: 10:00 am - 11:00 am
Virtual: Microsoft Teams

Date: September 14, 2023
Time: 1:00 pm - 2:00 pm
Virtual: Microsoft Teams

Date: September 18, 2023
Time: 10:00 am - 11:00 am
Virtual: Microsoft Teams

Date: September 18, 2023
Time: 1:00 pm - 2:00 pm
Virtual: Microsoft Teams

SE SIS Basics for New Staff

Date: September 20, 2023
Time: 10:00 am - 12:00 pm
Virtual: Microsoft Teams

Date: September 26, 2023
Time: 10:00 am - 12:00 pm
Virtual: Microsoft Teams

SE SIS Updates

Date: September 12, 2023
Time: 10:00 am - 11:00 am
Virtual: Microsoft Teams

Date: September 13, 2023
Time: 10:00 am - 11:00 am
Virtual: Microsoft Teams

Date: September 19, 2023
Time: 10:00 am - 11:00 am
Virtual: Microsoft Teams

Date: September 27, 2023
Time: 10:00 am - 11:00 am
Virtual: Microsoft Teams

Date: September 28, 2023
Time: 1:00 pm - 2:00 pm
Virtual: Microsoft Teams

Annual Review Process in SE SIS

Date: September 21, 2023
Time: 9:00 am - 12:00 pm
Virtual: Microsoft Teams

Encounter Attendance for Related Service Providers

Date: September 15, 2023
Time: 10:00 am - 12:00 pm
Virtual: Microsoft Teams

Date: September 22, 2023
Time: 10:00 am - 12:00 pm
Virtual: Microsoft Teams



SEGIS Spotlight

The SESIS Spotlight section highlights users' stories and gives a voice to the amazing work that results in successful student outcomes. If you would like to be featured, contact: sesiscommunications@schools.nyc.gov.

Nicole Jackson, Individualized Education Program (IEP) Coordinator



Nicole Jackson is an Individualized Education Program (IEP) Coordinator at Dr. Betty Shabazz School, P.S. 298, in Brownsville, Brooklyn. This academic year she provides Special Education Teacher Support Services (SETSS) for students in grades 2 through 5.

Nicole shares her most-used common practice in SESIS. She says, "My most-used common practice in SESIS is referring to the *Status of Annual Reviews* report periodically to ensure the *Notice of IEP Meeting* document has been sent to the parent in a timely manner." In addition, she adds that if she could be a SESIS feature for a day, she would be the *Compliance Report for Completed Assessments*, a Standard report for Evaluations. She adds, "I would like to be this report because it monitors what duties and responsibilities I have completed for the day."

One of the ways Nicole was able to overcome the challenges of being a new SESIS user was by relying on the resources available to her on the [SEGIS InfoHub](#) and registering for [SEGIS Professional Learning Opportunity](#) (PLO) sessions. She says, "To build knowledge of the application, I attended in-person and virtual training sessions on different SESIS topics and it granted me hands-on experience and real-time feedback on any questions or concerns I had."

Nicole shares what she enjoys most about her job. "The thing I enjoy most about my job as it pertains to student success is witnessing the student's growth. No matter how small, we celebrate all growth with a, "You did that!"