**PARAPROFESSIONAL ENCOUNTER ATTENDANCE GUIDE**

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| SITUATION: | WHAT TO DO: |
| **Student is Here, Provider is Here****Full time-Behavior Support/Health Para** | Start Time: 8:00 AM End Time: 2:20 PMSelect: Service Provided  |
| **Student Absent** | Start Time: 8:00 AM End Time: 8:00 AMSelect student absent (0 minutes)  |
| **Provider Absent, Student is in school** | Start Time: 8:00 AM End Time: 2:20 PMSelect Provider Absent Session Notes: Services provided by a sub.  |
| **Provider Absent, & Student Absent**  | **Child’s attendance takes priority. This records their service not your attendance**. See directions for Student Absent  |
| **½ day –Health/Behavior Support Para**  | Start Time: 8:00 AM End Time: 11:10 AM |
| **½ day- Transportation Para**  | AMStart Time: time you get on the bus w/childEnd Time: 8:00 AM (time school starts)End of day:Start Time: 11:10 AM (time you depart from school)End Time: time you arrive at student home**Even though it is a ½ day, the child is getting the service in the AM and PM. It is not based on your pay.**  |
| **Snow Day, School is closed**  | Select: CancelledSession Notes: give reason for school closing  |
| **(.5) Behavior Support or Health Para**  | Start Time: 8:00AM End Time: 11:10 AM\*\*If you have two (.5) students then you will designate one in the AM and one in the PM (11:10-2:20) |

Once you are assigned to a student in SESIS, you must take attendance daily. Below are some general guidelines and tips to help you. Please make sure to read each scenario carefully so that you know what to do. As always, feel free to contact Ms. Christine Moore in Room 103 at the Main Site or your Unit Coordinator. The website for SESIS is <https://sesis.nycenet.edu>. Once you get on to the site, sign in by entering (do not erase the Central/) your username and password.

* **Start time and end times will differ from the school year and summer program, adjust accordingly.**
* **You are responsible for ensuring the attendance is done accurately, this includes students who are late and leave early.**

What happens when you are assigned a new 1:1 in the middle of the school year?

* Inform Ms. Christine Moore in Room 103 at the Main Site or your Unit Coordinator.
* You will need to add the new student on SESIS and drop the old one. There are directions in Room 103. Take attendance starting from the day you were assigned to the new student.

What do I do when a student has been out for an extended period of time?

* Keep taking the attendance and follow the instructions above for student absent. Check with the teacher periodically to see if the student is still on the attendance scan sheet.

What do I do when I will be absent for an extended period of time?

* This is still a citywide issue and SESIS help desk was not informative when asked this question. SESIS will allow you to go back for months once you arrive. If you will be out longer than a month, contact me via email (cmoore17@schools.nyc.gov) so that I can speak with Mr. Bradford and/or Ms. Avila. We may assign a new provider or work out a system with you.

***Completing the Encounter Attendance sections:***

**Student Name/ID**: Please make sure you have the correct student.

**Provider**: Your full name should be visible

**Date of service/Start Time**: please make sure date and time are correct (especially AM and PM)

**End Time**: see chart, your end time will depend on scenario and service you provide

**Service Type**: Paraprofessional

**Language of service**: ENGLISH (this will be the case for 99.99% of our students)

**Session Type**: see chart (depending on day –Provider Absent, Student Absent, Cancel, etc)

**Duration**: 380 minutes (regular school year)-**this can vary based upon ½ day, lateness, absence or .5 students, summer program**

**Group Size**: Individual (Check the 1:1 List or IEP)

**Service Location**: Other school location

**Service Description**: indicate which service you provide, make sure it is accurate, check with your teacher who has access to the IEP and or see Ms. Christine Moore for the 1:1 List given in September/July

**Session Notes**: when there is a school closure, you can indicate why (snow day, etc). If you are out, you need to indicate: “services provided by a sub”. If it is a normal routine day, nothing needs to be written.

**Certify & Save: You must service all encounter attendances, no matter if you or the child is absent.**

* *I certify that I was approved by the NYC DOE to provide the services, that I provided the services as documented in this record, and to the truth of the information it contains.*

And click Save

You can go to **Service Capture** and the **Service Calendar** to update.