Guide for Faxing into SESIS

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| **Documents to Fax** | page1image634535584**Responsible Staff Member** |
| Level One Vocational Assessments (All 3 together) | page1image634546496Official teacher |
| MSC Consent Letter | page1image634554256Official teacher |
| Student Invite Letter | page1image634562320Official teacher |
| Attendance Page (IEP Meeting) | page1image634588384Official Teacher |
| Prescriptions | Related Service Providers |
| Nursing Referral (for any student with Nursing Listed on Recommended Special Education Services/Programs Section | IEP or Site Coordinator |

**Level One Vocational Assessments:**

* Fax all three together
* The IEP does NOT have to be open for this to be faxed in.
  1. Search for the student.
  2. Click the document icon and/or locate their documents page.
  3. Create a new Document: Document Related to the IEP. (Under the IEP section the drop down)
  4. Click GO
  5. Type: Level One Vocational Assessments
  6. Click CREATE
  7. Click Print link: then select FAX COVERSHEET
  8. Select Category: Document Related to the IEP
  9. Select a Form: Documents Related to the IEP
  10. Select the date that you are faxing them in using the calendar icon.
  11. Click PRINT.
  12. The fax coversheet will appear. Click PRINT
  13. Give the fax coversheet and all 3 level one vocational assessments to Hilda in the main office.

**MSC Consent Letter: (For students who are 18 years and older)**

1. Search for the student.
2. Click the document icon and/or locate their documents page.
3. Create a new Document: Document Related to the IEP. (Under the IEP section the drop down)
4. Click GO
5. Type: MSC Consent Letter
6. Click CREATE
7. Click Print link: then select FAX COVERSHEET
8. Select Category: Documents Related to the IEP
9. Select a Form: Documents Related to the IEP
10. Select the date that you are faxing them in using the calendar icon.
11. Click PRINT.
12. The fax coversheet will appear. Click PRINT
13. Give the fax coversheet and the MSC Consent letter to Hilda in the main office.

**Student Invite Letter:**

1. After you create the NOTICE OF IEP MEETING, finalize, and print it out.
2. Create a new Document: Document Related to the IEP. (Under the IEP section the drop down)
3. Click GO
4. Type: Student Invite
5. Click CREATE
6. Click Print link: then select FAX COVERSHEET
7. Select Category: Document Related to the IEP
8. Select a Form: Documents Related to the IEP
9. Select the date that you are mailing out the NOTICE OF IEP MEETING.
10. Click PRINT.
11. The fax coversheet will appear. Click PRINT
12. Give the fax coversheet and the Student Invitation to Hilda in the main office.

**Attendance Page:**

**ONLY PRINT RIGHT BEFORE YOUR MEETING AND/OR AT THE MEEITNG**

1. First print the attendance page for the meeting
2. Open the attendance page in the student IEP. Put it in EDIT MODE
3. You should see the names that you entered on your Notice of IEP Meeting.
4. Click YES on the right-hand side, stating that YES they are attending the meeting.
   1. Student over the age of 14 are legally invited to their IEP Meeting
   2. YOU MUST HAVE A DISTRICT REP!
5. Add any additional participants and click YES on the right-hand side.
6. If anyone is participating by telephone, click the underneath their ROLE, marking them as participated by telephone.
7. Click SAVE DONE EDITING
8. Click Print (THIS SECTION)
9. Change your printer option to LANDSCAPE and PRINT

**NOW PRINT THE FAX COVERSHEET**

1. Go back to PRINT and PRINT (FAX COVERSHEET)
2. CATEGORY: IEP
3. FORM: Attendance Page
4. Using the calendar icon select the date signed.
5. This date should match the date of the IEP meeting.
6. Click PRINT
7. The fax coversheet will appear. Click PRINT

**Nursing Referral**

1. Print page 264 and 265 of the NYCDOE SOPM. Send /mail them home to the family to be completed by a physician. When you get the back continue on to step 2.  
   If you need assistance getting the NYCDOE SOPM, see Kristine Greene Search for the student.
2. Click the document icon and/or locate their documents page.
3. Create a new Document: Nursing Referral
4. Click GO
5. In the comment section indicate either: 1:1 nurse or non-1:1 nurse.
   * -  1:1 nurse: For student who require a 1:1 nurse all day
   * -  Non-1:1 nurse:

o Goes to the nurse daily or as needed

1. Click Create
2. Select the Nursing Referral Type:
   * -  Office of School Health 1:1 Skilled Nursing Referral Form (for 1:1 Nurse)
   * -  Office of School Health non-1:1 Skilled Nursing Referral Form (not for 1:1 Recommendation)
3. Answer NO to the 2 questions: -

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1. Select the date of the Referral using the calendar icon.
2. Click SAVE DONE EDITING
3. Click the PRINT link and select FAX COVERSHEET
4. Select a Category: Nursing Referral

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Has this student been recommended for a non-public school?

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Is this a recommendation from a CSE?

1. Select a Form: Nursing Referral
2. Name of person uploading documents: Look up yourself (official teacher) using the look up link.
3. Select the date that you received the documents using the calendar icon
4. Click PRINT
5. The fax coversheet will appear. Click Print
6. When the attachment appears below the Nursing Referral on the student documents page.
7. Click on the Nursing Referral.
8. Click MORE ACTIONS
9. Click CHANGE STATUS OF THIS DOCUMENT
10. Change it from draft to REVIEW
11. This automatically send it to the District Nursing Supervisor for approval and he/she will change the status to

FINAL if it is approved or back to DRAFT if more information is needed.

**Chapter 408 Forms:**

1. Search for the student.
2. Click the document icon and/or locate their documents page.
3. Create a new Document: Document Related to the IEP. (Under the IEP section the drop down)
4. Click GO
5. Type: Chapter 408 Forms
6. Click CREATE
7. Click Print link: then select FAX COVERSHEET
8. Select Category: Documents Related to the IEP
9. Select a Form: Documents Related to the IEP
10. Select the date that you are faxing them in using the calendar icon.
11. Click PRINT.
12. The fax coversheet will appear. Click PRINT
13. Give the fax coversheet and the 408 Forms to Hilda in the main office.

**Prescriptions: Each prescription must be faxed in separately.**

1. Search for the student.
2. Click the document icon and/or locate their documents page.
3. Create a new Document: Student Prescription (2nd to last document list in the dropdown)
4. Click GO
5. In the comment section specify the type of prescription. (ex: OT, PT, Vision, Hearing, etc)
6. Click green box: SAVE DONE EDITING
7. Click FAX COVERSHEET link
8. Select Category: Student Prescription
9. Select Form: Student Prescription
10. Select the date you received the prescription using the calendar icon
11. Select the type of Prescription using the dropdown choices.
12. Select the date the doctor completed the prescription using the calendar icon
13. Click Print
14. The fax coversheet will appear. Click Print
15. Give the fax coversheet and the prescription to Kristine Greene