

Item to Fax	Responsible Staff Member	When...
Level One Vocational Assessments (All 3 together)	Official teacher	September
Student Invite Letter and MSC Letter	Official teacher	When Notice of IEP is created.
Prescriptions	Related Service Providers	When received
Attendance Page (IEP Meeting)	Official Teacher	Day of IEP meeting
Nursing Referral (for any student with Nursing Listed on Recommended Special Education Services/Programs)	Official Teacher	When the IEP is created or sooner.
Eye Report and Recommendations	Vision Teacher	When received
FBA/ BIP's	Official Teacher or Counselor	When the IEP is conducted.
Progress monitoring Forms (BIP)	Counselor or Official Teacher	Every 10 weeks

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- 3 Items
 6. Click NEW
 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 the staff member responsible for faxing them into SESIS.
 14. Once the attachment has uploaded, Set the Document to FINAL status.

Student Invite Letter and MSC 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 and MSC Letter
5. Click New
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 this in with the NOTICE OF IEP MEETING to the staff member responsible for mailing out the letters. He/She will have a copy of the Student Invite and will fax it into SESIS.
13. Once the attachment has uploaded, Set the Document to FINAL status.

Prescriptions: (Related Service Providers)

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: OT Prescription, PT Prescription, Hearing Prescription, etc.
6. Click NEW
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 the prescription(s) to the staff member responsible for faxing them into SESIS.
14. Once the attachment has uploaded, Set the Document to FINAL status.

Attendance Page: **ONLY PRINT RIGHT BEFORE YOUR MEETING AND/OR AT THE MEETING**

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.
 - a. Student over the age of 14 are legally invited to their IEP Meeting
 - b. YOU MUST HVE 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. Hint 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. 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 On the old page 9 it may say as needed or .2 nurse
6. Click NEW
7. 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)
8. Answer NO to the 2 questions:
 - Has this student been recommended for a non-public school?
 - Is this a recommendation from a CSE?
9. Select the date of the Referral using the calendar icon.
10. Click SAVE DONE EDITING
11. Click the PRINT link and select FAX COVERSHEET
12. Select a Category: Nursing Referral
13. Select a Form: Nursing Referral
14. Name of person uploading documents: Look up yourself (official teacher) using the look up link.
15. Select the date that you received the documents using the calendar icon
16. Click PRINT
17. The fax coversheet will appear. Click Print
18. When the attachment appears below the Nursing Referral on the student documents page.
19. Click on the Nursing Referral.
20. Click SET DOCUMENT
21. Click CHANGE STATUS OF THIS DOCUMENT
22. Change it from draft to REVIEW
23. 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.

Eye Report and Recommendations

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: Eye Report and Recommendations
6. Click NEW
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 the Eye Report and Recommendations document to the staff member responsible for faxing them into SESIS.

FBA/BIP's

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: FBA/BIP with date completed
6. Click NEW
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 the staff member responsible for faxing them into SESIS.
14. Once the attachment has uploaded, Set the Document to FINAL status.

Progress Monitoring Forms: (Should be faxed into SESIS every 10 weeks for all students with a BIP)

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: Progress Monitoring Form
6. Click NEW
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 the staff member responsible for faxing them into SESIS.
14. Once the attachment has uploaded, Set the Document to FINAL status.
15. ***** Every 10 weeks, go back to same Document and print a new fax coversheet. This document will end up with multiple attachments by the end of the school year. *****