

### **How to Create the NEW Notice of IEP Meeting in SESIS.**

- Locate the student and his/her documents page
- Create a Notice of IEP Meeting (click on the drop down, it is the first document under the IEP category)
- Click GO
- In the comment section type Annual Review and click NEW
- The next screen will ask you to verify that it is an ANNUAL Review. If Annual review is not selected. Change it to ANNUAL REVIEW

\*\*\* If this statement appears... CLICK the box and click SAVE DONE EDITING

**If the student's process stage is incorrect, select this checkbox to update to the process stage corresponding with the Notice you have selected and save this document.**

- Click SAVE DONE EDITING
- Click link...Create Notice of IEP Meeting
- The next screen will be the Notice of IEP.
- Using the calendar icon select the date that you are mailing out the notice. (Typically the current day.)
- Select the primary or secondary contact. Who will be the person attending the meeting? Mom? Dad? Group home? This name will be defaulted on the attendance page of your IEP. The student profile states who is the primary and who is the secondary contact.
- Complete the sentence...  
**We have scheduled a meeting of the Subcommittee of the Committee on Special Education to discuss...**  
**YOU ARE ALWAYS A SUBCOMMITTEE**
- Select the date and time of the IEP meeting. (Main Site Teachers: Check the IEP calendar for availability in room 203 before you select a date and time)
- Off sites change the address by click the box.
- Select the PURPOSE of the meeting.
  - Always select the first option  
**Annual review of your child's Individualized Education Program (IEP) and development of a new Individualized Education Program (IEP)**
- List yourself (using the look up link) as the Special Education teacher
- **SETSS Teacher** must have a General Education Teacher from the community school listed
- District Rep:
  - Main site/Bayley Seton: Jeannette Woods

- JPC: Linsey Miller
- IS 24 self-contained classes: Kristin McHugh
- New Dorp: Greg Dolan or Chris Gullo
- Tottenville: Select another Special Education Teacher
- OPTS: Select another Special Education Teacher
- You add related service providers by clicking the other box and using the look up link.
  - The 3<sup>rd</sup> other doesn't have a look up link. Just type in the Providers name (SEGIS glitch!!!)
- Select if the student is or is not working with an agency. Most of our students work with agencies through OPWDD. Some graduates are also working with ACCESS-VR, check with Terry Slavens first.
  - Office of Mental Health (OMH)
  - Office for People With Developmental Disabilities (OPWDD)
  - Adult Career and Continuing Education Services - Vocational Rehabilitation (ACCES-VR)
  - At this time, no agency has been identified to likely be responsible for providing/paying for transition services
  - Not Applicable- Student is younger than 15 years of age
- Scroll down to the bottom. Make sure that you (the official teacher) are listed as the contact person. Offsites... you will have to change the telephone number. SESIS defaults the main site #.
- Click SAVE DONE EDITING
- Click the link to **finalize** the document.
- Event Description: "IEP Meeting is scheduled for \_\_\_\_\_ at \_\_\_\_\_ in room \_\_\_\_\_."
  - Add additional comments if necessary.
- Send a notification message to:
  - Using the Look up: Staff User ID link
  - Invite all members of the IEP team (related service providers, coverage teachers, & district rep)
  - Click ACCEPT
- On the top of the page select send/print letter
  - YES you want to create an event.
- Bring printed letter to clerical staff mailing. (Including the sheet with the student address.)
- Then use the GUIDE TO FAXING to create a fax coversheet for the STUDENT INVITE and MSC LETTER.
- Then create the IEP document...