THE SESIS TEAM | Ensuring all students have access. Together we can!

NYC Department of Education

Training Resources for Counseling Services

Introduction

The SESIS InfoHub provides you with guides, videos, checklists, Frequently Asked Questions (FAQs) and other training resources to assist you in learning the SESIS application. To access SESIS training resources, on the InfoHub login with your Outlook credentials.

SESIS Navigation

Click the links below to access videos and guides that will help you navigate through SESIS.

Videos

Basic Navigation (5:54)

Student Documents in SESIS (7:23)

How to Run a Standard Report in SESIS (2:04)

How to Run an Advanced Report in SESIS (1:39)

Guides

SESIS Basic Navigation

Student Documents in SESIS

Encounter Attendance

The Encounter Attendance page of the SESIS Website provides you with videos, training guides and Frequently Asked Questions (FAQs). Listed are the recommended training videos and guides.

Videos

Adding Students to My Students Caseload (2:02)

Removing a Student from My Students Caseload (0:58)

Recording a Completed Encounter Attendance Session (4:13)

Scheduling a Future Encounter Attendance Session (3:32)

Guides

Creating and Managing Caseload Groups

Completing a Service Record for Counseling Services

Encounter Attendance FAQs

Measurable Annual Goals

This short video demonstrates how to report progress in a finalized IEP for measurable annual goals aligned to the services you are providing to students.

Reporting Progress towards Goals on a Student's Finalized IEP (2:09)

Annual Review Process

The following training resources can be found on the IEP Guides Process and Resources page of the SESIS InfoHub.

Videos

Annual Review Process Video (1:51)

Checklist

Annual Review Checklist

Guides

Individualized Education Program (IEP) Guide

Annual Process for Parentally Placed Student