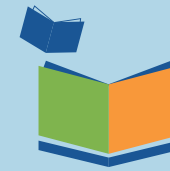


Logging Events in SESIS

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



NYC
Department of
Education

An Event is an action performed by a user and recorded in SESIS in a student's online record (Event Log) to provide a history of activities. Events are created automatically or manually.

An **Automatic Event** is logged automatically in a student's online record. Changes in the status of a document from Draft to Review or from Draft to Final are examples of events that are automatically logged by SESIS.

A **Manual Event** is one that must be logged into SESIS by the user. Examples include:

- Letters/notices that have been sent to the parent
- Outreach attempts to parent
- Parent response to outreach activity
- Parent request to schedule earlier IEP or Social History Meetings

Note: Communications with parents, whether written or verbal must be logged as Manual Events.

HOW TO ADD A MANUAL EVENT

1. From the Student's Profile, click **Events**.

The screenshot shows the 'Student Information' page for Randy Place (NEWPLC020). The 'Events' tab is highlighted with a red box and a blue arrow labeled '1'. The page includes fields for Student Name, NYCID, First Name, Middle Name, Last Name, Birth Date, Age, Gender, Student's Address, Apartment #, City, State, Zip Code, Borough, and Home District.

2. Click **New Event**.

The screenshot shows the 'Events for Randy Place (NEWPLC020)' page. The 'New Event' button is highlighted with a red box and a blue arrow labeled '2'. The page includes a table of existing events and a 'New Event' button.

Event Date/User/Document	Subject/Description
(Auto) 11/03/2017 Fri, 09:18 AM, 2017-18 User: ELESPE05 (Molly Sped) Document: Individualized Education Program (IEP)	Individualized Education Program Status of Individualized Date and Time of Ev
07/26/2017 Wed, 10:40 AM, 2017-18 User: CONSULTANT (MAXIMUS - rhaugen) Document: Notice of IEP Meeting	'Notice of IEP Meeting Letter sent today.
(Auto) 07/26/2017 Wed, 10:40 AM, 2017-18 User: CONSULTANT (MAXIMUS - rhaugen)	Notice of IEP Meeting Status of Notice of IEP

3. Enter **Event Description** and any pertinent information and Click **Accept**.

The screenshot shows the 'New Event: Randy Place (NEWPLC020)' form. The 'Event Description' field is highlighted with a red box and a blue arrow labeled '3'. The form includes fields for Event Subject, Date and Time of Event, Process Type, Process Stage, Response Type, Log Type, Meeting Type, Social History Meeting Date, Parent Principal Meeting, Parent Principal Meeting Scheduled, Evaluation Meeting Status, Relinquish Seat Reason, Additional Comments, Link event to document, and Send a Notification Message To. The 'Accept' button is highlighted with a red box and a blue arrow labeled '4'.

Note: When creating a new event, the following information is critical: Date and Time of Event (specify the date/time of the event), Response Type (parent's response to outreach), Log Type (specify the type of contact) and Link Event to Document (associate the event to the relevant documents in SESIS).