

Charter school related services staff and contracted related service providers hired and placed directly by the charter are required to enter encounter attendance records and session notes in SESIS for all IEP mandated services they provide. *(Counseling providers may enter the word “confidential” in the notes section where applicable).* Related service providers placed by the DOE, including those hired through DOE contracts or via RSA, will continue to be responsible for encounter attendance and session note entries. We held an online webinar that provided a step-by-step overview of how to enter an encounter attendance record. Reference the training deck [here](#).

*DOE credentials required to access the link.*

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