

Generating the Encounter Attendance Log Report

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Generating the Encounter Attendance Log Report

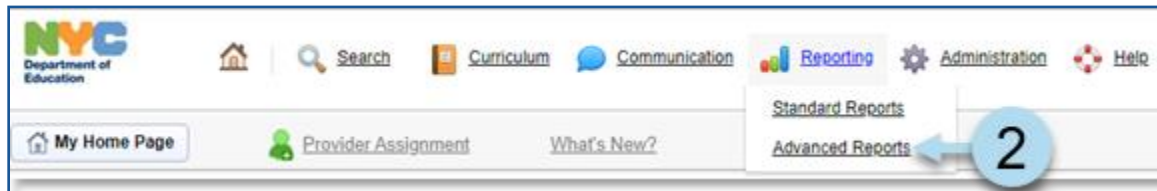
Introduction

This training guide provides instruction for school/CSE/Borough/Citywide staff on how to generate the Encounter Attendance Log Report.

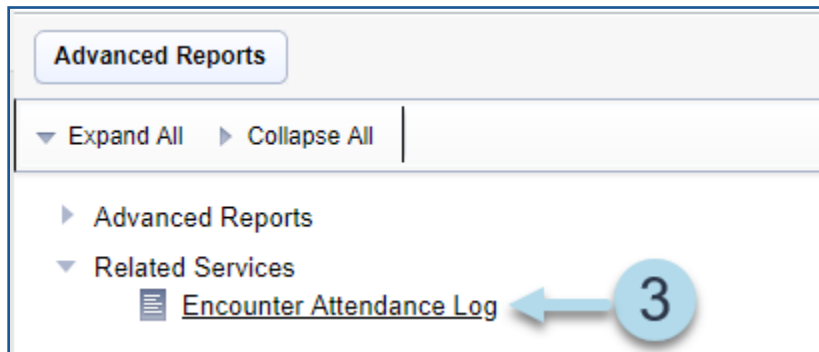
Overview

Follow the steps below to generate the Encounter Attendance Log report in SESIS.

1. Log in to SESIS.
2. From the *Top Navigation Bar* on your Home Page, click **Reporting** and select **Advanced Reports**.



3. Click **Related Services** to expand and display the available reports, and then click **Encounter Attendance Log**.



- The *District* and *Borough* will prepopulate for school staff. Verify your school's information. CSE staff must select the **CSE** and **CSE District**. Borough and Citywide staff must select **District** and **Borough** or **CSE** and **CSE District**.
- Select **Service Start Date** and **Service End Date**.

Keep the date range under 6 months for Service Start Date and Service End Date

District: Borough: **4**

CSE: CSE District:

Provider's First Name: Provider's Last Name:

Admin DBN: Physical Location DBN:

Student ID: Grade:

Service Start Date: **5**

Service End Date:

Service Type: Service Delivery Confirmation:

- Select/input additional criteria to narrow the search results, as necessary: *Provider's First Name*, *Provider's Last Name*, *Admin DBN*, *Physical Location DBN*, *Student ID*, and *Grade*.
- Optional: Check the **Service Type** from the dropdown menu. Preselected are *all Service Types*.

Note: Click **Select All** to uncheck or check all service types. You can individually check the boxes to select the service type(s) to display on the report.

- Optional: From the *Service Delivery Confirmation* dropdown menu, select **YES** or **NO**.

Note: The *Service Delivery Confirmation* dropdown menu defaults to *ALL*.

- ALL** shows certified and saved service records on the report.
- YES** shows only certified records on the report.
- NO** shows only saved (not certified) records on the report.

- Click **View Report** to display the results.

Note: The report may take a few minutes to download.

Keep the date range under 6 months for Service Start Date and Service End Date

District: Borough:

CSE: CSE District:

Provider's First Name: Provider's Last Name: **9**

Admin DBN: Physical Location DBN: **6**

Student ID: Grade:

Service Start Date:

Service End Date:

Service Type: **7** Service Delivery Confirmation: **8**

10. After the *Encounter Attendance Log Report* is created, use the left/right or up/down scroll bars to view additional information on the report.

Note: Column headers with up and down triangles can be clicked to sort the column data in ascending or descending order.

Keep the date range under 6 months for Service Start Date and Service End Date

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Encounter Attendance Report

STUDENT ID	STUDENT LAST NAME	STUDENT FIRST NAME	GRADE	DATE OF BIRTH	HOME DISTRICT	CSE	CSE DISTRICT	School District	ADMIN DBN	PHYSICAL LOCATION DBN	SCHOOL NAME	DATE OF SERVICE	SERVICE TYPE	SERVICE DESCRIPTION	LANGUAGE OF DELIVERY	SERVICE LOCAT
123456789	Miller	Joshua	06	12/23/2008	06	N/A	N/A	06	123456	123456	Midtown Middle School	06/05/2019	Speech-Language Therapy	Treatment of speech, language, voice, communication, and/or auditory processing in a group setting	ENGLISH	Therapy Room
123456789	Miller	Joshua	06	12/23/2008	06	N/A	N/A	06	123456	123456	Midtown Middle School	04/01/2019	Speech-Language Therapy	Treatment of speech, language, voice, communication, and/or auditory processing in a group setting	ENGLISH	Therapy Room
123456789	Miller	Joshua	06	12/23/2008	06	N/A	N/A	06	123456	123456	Midtown Middle School	05/22/2019	Speech-Language Therapy		ENGLISH	Therapy Room
123456789	Miller	Joshua	06	12/23/2008	06	N/A	N/A	06	123456	123456	Midtown Middle School	06/24/2019	Speech-Language Therapy		ENGLISH	Therapy Room
123456789	Miller	Joshua	06	12/23/2008	06	N/A	N/A	06	123456	123456	Midtown Middle School	06/19/2019	Speech-Language Therapy	Treatment of speech, language, voice, communication, and/or auditory processing in a group setting	ENGLISH	Therapy Room
123456789	Miller	Joshua	06	12/23/2008	06	N/A	N/A	06	123456	123456	Midtown Middle School	05/06/2019	Speech-Language Therapy	Treatment of speech, language, voice, communication, and/or auditory processing in a group setting	ENGLISH	Therapy Room
123456789	Miller	Joshua	06	12/23/2008	06	N/A	N/A	06	123456	123456	Midtown Middle School	06/10/2019	Speech-Language Therapy	Treatment of speech, language, voice, communication, and/or auditory processing in a group setting	ENGLISH	Therapy Room
123456789	Miller	Joshua	06	12/23/2008	06	N/A	N/A	06	123456	123456	Midtown	04/29/2019	Speech-Language Therapy	Treatment of speech, language, voice, communication, and/or auditory processing in a group setting	ENGLISH	Therapy Room

Use the action buttons to navigate the report.



	First Page	Navigate to the beginning of the report.
	Previous Page	Navigate to the previous page of the report.
1 of 5	Current Page	Displays the current page. Change the page number to navigate to a different page in the report.
	Next Page	Navigate to the following page of the report.
	Last Page	Navigate to the end of the report.
	Export dropdown menu	Download the report results to many common file formats, such as Excel, PowerPoint, pdf.

	<p>Print</p>	<p>Prints the report.</p>
<input data-bbox="212 394 321 422" type="text"/> Find Next	<p>Find Text in Report</p>	<p>Searches the report for the word that is entered in the text field. Once the word is found, the search results are highlighted in orange, starting at the top of the report. Click Find to view the results on the report. Click Next to view the next search result.</p>