

## SPECIAL EDUCATION

### Updates on SESIS Encounter Attendance Upgrade

As shared in the February 2 edition of [Principals Digest](#), the DOE is implementing a series of enhancements to the SESIS Encounter Attendance module on **February 28**. Please review the information below and share with your special education staff who enter or work with SESIS Encounter Attendance.

**SEGIS Downtime:** Due to the scheduled SESIS Encounter Attendance upgrade, SESIS will be unavailable from 6:00 p.m. on **February 24** until 8:00 a.m. on **February 28**. During this time, staff will not be able to access, fax, scan, or upload documents into SESIS. View the [full schedule of planned SESIS downtimes](#).

#### SEGIS Encounter Attendance Learning Resources:

- **Guidance Documents:** For more information about the SESIS Encounter Attendance upgrade, refer to the [What's New in Encounter Attendance guide](#). For guidance on [completing service records before February 24](#), refer to the [Completing an Encounter Attendance Service Record](#) training guide. Note that new and updated SESIS resources will be available on the [SEGIS Related Service Providers](#) page for non-DOE providers, and on the [Encounter Attendance InfoHub](#) page for DOE providers, on **February 28**.
- **Webinars:** Any staff who work with SESIS encounter attendance are invited to [register](#) for a two-hour webinar to learn about the new Encounter Attendance features in SESIS; view [step-by-step registration instructions](#) for assistance. Continuing Teaching and Learning Education (CTLE) credits are available.

**SEGIS Technical Support:** For technical support information, including the minimum operating system and browser requirements for SESIS, refer to the [DOE Technical Support for SESIS Users guide](#).

For questions, contact your BCO [administrator of special education \(ASE\)](#).

