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.

**SESIS 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.

**SESIS 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 SESIS 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.

**SESIS 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).