

What's Been Happening at SESE

Electronic Files
2015



Breaking New Ground

- SESE has made great strides over the past two years in becoming more technologically savvy.



◎ SESE.org,

◎ Team Google,

◎ and now.....

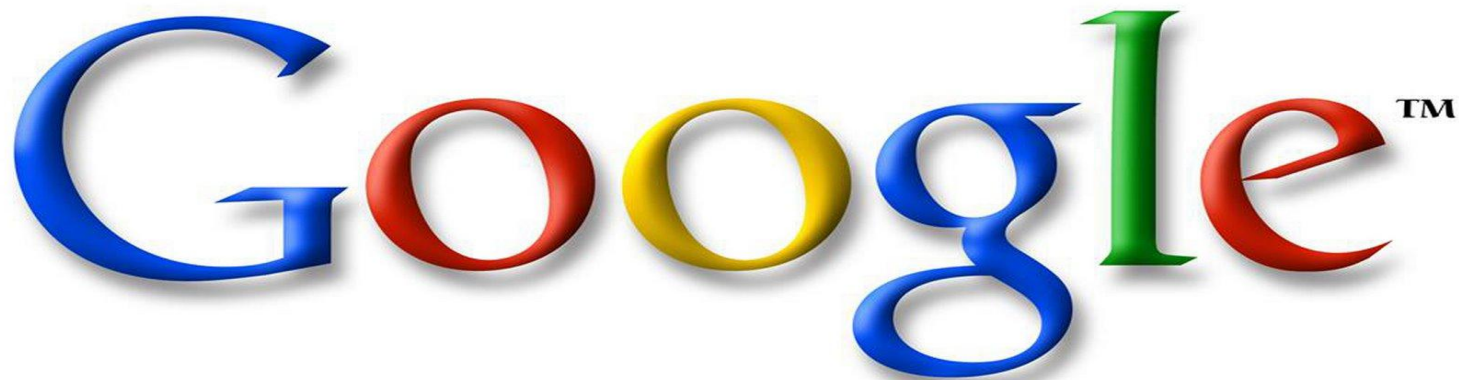
No More Paper Files!!!



That's Right ..No More Paper files

- We have scanned all class list and case load student files.
- We will continue to scan REFERRALS as they come in.
- We will continue scanning until ALL STUDENTS WHO ARE RECEIVING ITINERANT SERVICES are available electronically

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- This means that you will receive all student files including referrals through your Google Drive

The image shows the classic Google logo in its multi-colored font (blue, red, yellow, blue, green, red) with a trademark symbol (TM) to the right. The logo is set against a white background within a rectangular frame.

Google™

All Google Drives must
be Password protected

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- All teachers and itinerants should have all class list and case load students files on their “shared with me” tab in Drive.
 - Districts will scan and email to Joyce all documents created for these students (e.g. IEP, Eligibility, meeting notes)

Referrals

- As referrals are received we will continue to scan all information.
- This information is then assigned to all appropriate evaluative staff.
- You will receive an email notice when a file is assigned to you.

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- These files will be assigned by Joyce.
 - You will access these files through your Google Drive.
 - The information is listed by type and date.
 - The referral form still look just like it does and all information will be the same.

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- ① The 60 day date will still be listed on the referral form.
 - ① Evaluators will still be listed on the top.
 - ① You will now have access to entire file.
 - ① This will eliminate unscheduled trips to the office to pick up a file.

What Do I Do If A File is not on my drive?

- Call JOYCE



What do I do if Joyce is not there?

- Call Tiffany

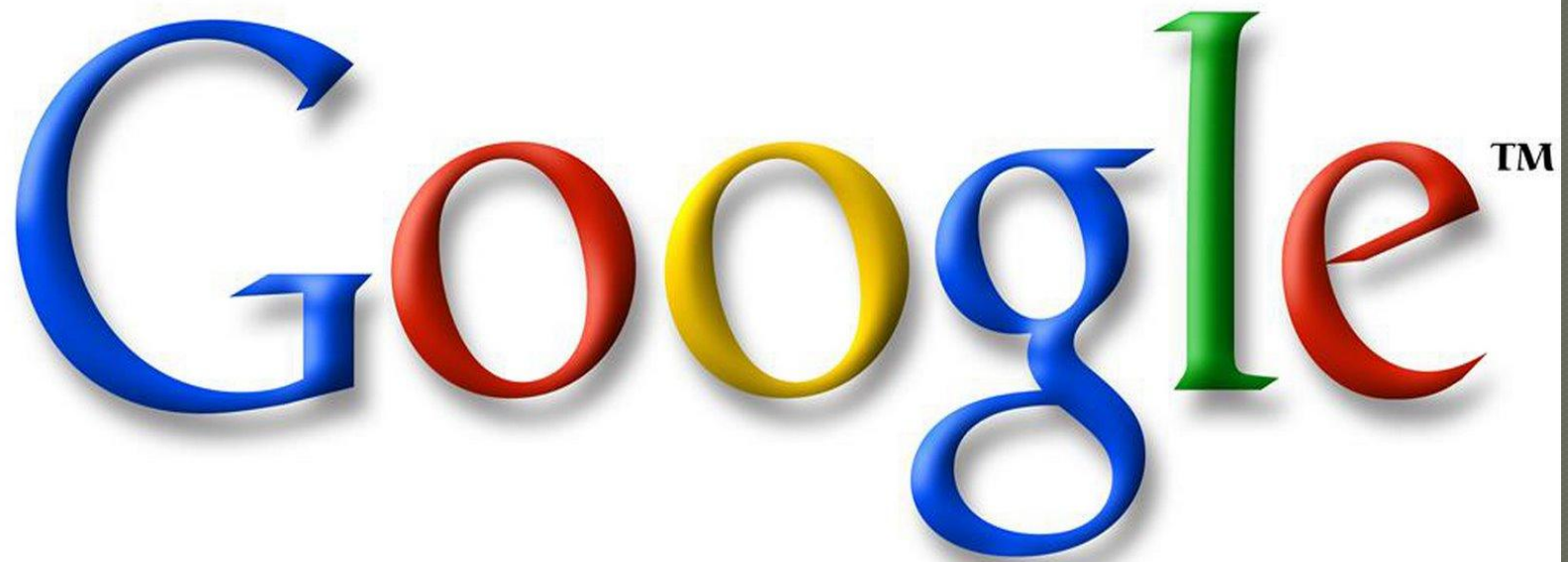


What Do I Do When I am Finished With a File?

- ◉ Stack it on my desk?



Back to Our Old Friend



Google™

The image shows the word "Google" in its classic, multi-colored font. The letters are: 'G' (blue), 'O' (red), 'O' (yellow), 'g' (blue), 'l' (green), and 'e' (red). A small "TM" trademark symbol is located to the right of the 'e'. The letters have a slight 3D effect with shadows.

◎ You will receive a new form called....

- **STUDENT EVALUATION
INFORMATION FORM 2015-16**

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- You will complete this form and submit
 - Joyce will use this information to complete the Student Data Base
 - She will then remove your rights to that file.

What About The Test Protocols?

- Psychologists will scan all protocols and test materials and email to the following address:

studentfiles@sese.org

**DO NOT INCLUDE
HANDWRITTEN NOTES**

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- Social Workers will also scan test protocols and reports and email to:

studentfiles@sese.org

**DO NOT INCLUDE SDS RAW
DATA SHEETS**

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- Speech-language Pathologists will turn in all test protocols and reports to Teresa.
 - Occupational Therapists/COTA's will turn in all test protocols and reports to Teresa.
 - Physical Therapists/PTA will turn in all test protocols and reports to Teresa.

- VI and HI will also turn in reports to Teresa.



◎ Let's give it a try.....

- What will the email notice look like?
- What will a student file look like in my drive?
- What will the information look like in the file?
- How can I put the attachments with the eligibility?

What Does the Future Hold?

- Districts will email all IEP's and Eligibility paperwork to.....

studentfiles@sese.org

If you do not receive a document please notify Joyce.

If a file contains an incorrect document please notify Joyce.

Also notify Joyce when you have finished with a file.

- Student's files will be added as Add/Drop forms are completed!!! Complete the form the same day you add or drop a student.