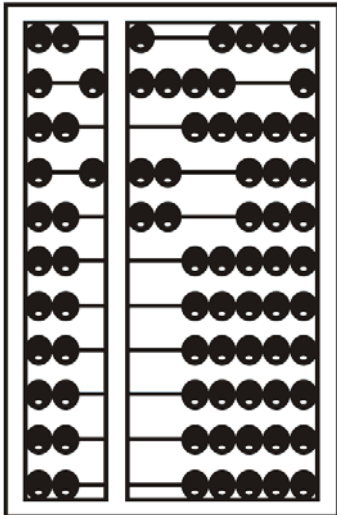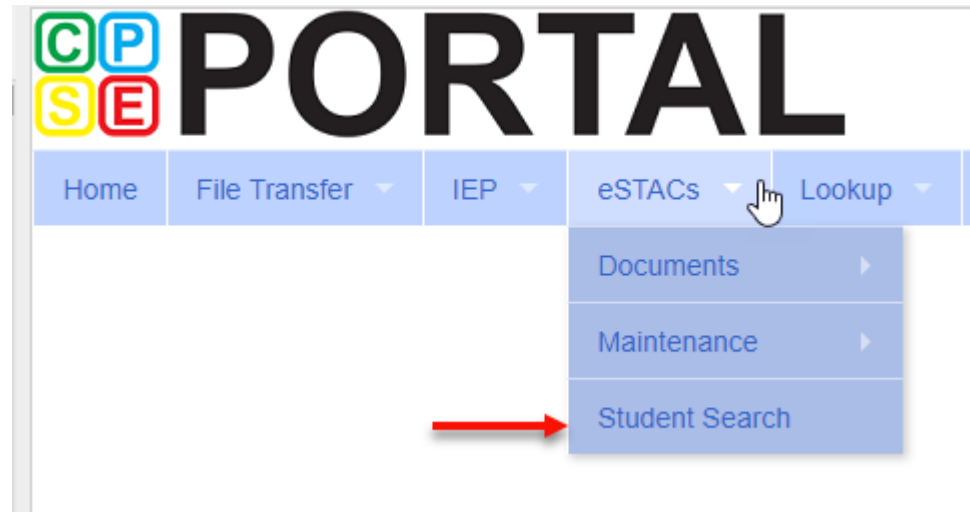JAMES McGUINNESS & ASSOCIATES INC. Consultants

eSTACs Entering STAC-1 Related Service

eSTACs Student

* Click the Student Search option under the eSTACs menu

View Student Details

* Search for student
* Click "Details" to get to student details page with evaluations, services, documents, etc.

Adding a new STAC-1 for SEIT/Related Service

* On Student Details screen, select IEP Placements tab

* Click Add SEIT/RS Placement button

For SEIT or RS

1. Select the School Year and Session
2. Indicate if this student has two or more concurrent STACs
3. Indicate if the child is in Foster Care

Adding SEIT

SEIT and Student | Related Services

Is this student placed in Foster Care? ○ Yes ● No

Provider [BROOKVILLE CENTER F/ CHILDREN'S SERI ▼] **1**
Is this the same provider that conducted the most recent evaluation for this student? ○ Yes ● No **2**
Program [SEIT 09/01/18 - 06/30/19 9135(T) ▼] **3**

4   **5**   **6**   **7**   **8**   **9**   **10**

Start Date	End Date	IND/GRP	Frequency	Minutes	Period	Location			
09/01/2018	06/30/2019	I	5	60	WEEKLY	Universal Pre-K	Edit	Delete	Amend
09/01/2018	06/30/2019	▼			▼	▼	Add		

1. Select Provider
2. Indicate if Provider was same provider that did most recent eval
3. Select the program (should be only 1)
4. Edit the Start Date
5. Edit the End Date
6. Indicate individual or group
7. Indicate number of sessions per IEP
8. Indicate number of minutes per IEP (do not convert to 30 min)
9. Enter the period for the frequency
10. Select the location where the service will be performed

Adding Related Service

	Provider	Service	Start Date	End Date	IND/GRP	Frequency	Minutes	Period	Location			
	1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**			
	BROOKVILLE CTR FOR CHILDREN'S SVCS, INC	Speech Therapy	09/01/2018	06/30/2019	I	2	30	WEEKLY	Universal Pre-K	Edit	Delete	Amend
	KIDZ THERAPY SERVICES	Parent Couseling and Training	09/01/2018	06/30/2019	I	1	60	WEEKLY	Home	Edit	Delete	Amend
	▼	▼	9/1/2018	6/30/2019	▼			▼	▼	Add		

1. Choose the provider
2. Select the service
3. When does service start
4. When does service End
5. Indicate Individual or Group
6. Indicate number of sessions per IEP
7. Enter minutes per session per IEP
8. Choose the time period for the frequency
9. Indicate where the service will happen