Supervisor: H	ow to approve	Service Reco	ords for L	imited L	icensed S	Staff iı	n PSSP		
 Log in to PSSP On the Homepage, far right, select the Attending School from Your Current Location dropdown. 	Special Educe	ation Q Searc	, 🗐	um Y	'our Current L	ocation:	High Po	int School	
Note: If you work at only one location, go to Step 2.									
Alternatively, you can select the location while in the report (Step 2) by clicking the Organizational Location Filter dropdown.	Organizational	Location Filter:	✓ (None)						
2. From the Homepage, click:Reporting	Special Ed	ucation	Q		Communicati	ion Pen	orting A	¢	
 Standard Reports Supervisory Approval [WISD] My Summary Report: Records Needing Approval 	My Home Page	:				Sta	andard R	eports	
(All Service Records needing approval will pop up.)	Supervisory	Approval >	[WISD] M	y Summa	ary Report	t: Reco	rds Ne	eding Ap	oproval
	Organizational L	ocation Filter: 💙	(None)						
	Subscribe	Refresh	ownload	✓ Pr	rint Mo	ore	\sim		
Click Service Date Time. For Filter					к < 1 2	345	K <	Page size:	50 ~
dropdown, select	[WISD] My	Summary R	eport (R	ecords I	Veeding	Appro	oval)		
Then type in the date you want to start approving Service Records and click Okay.	ID	Student	Staff	Se Da	rvice S	ervice	Session Size	Service Type	Service Type

	[WISD] My	Summary Re	port (Record	s Needing Ap	prova	I)					
3. Review the Service Records.	ID	Student	Staff	Service Date Time	Service	Session Size	Service Type Code	Service Type	Progress Report	Areas Covered	Provider Notes
Options for approving											
Service Records Include:	4							Druck also stard			Initial comprehensive
OPTION A: <u>Individually</u> Click the Profile icon to the left of ID	12751			11/07/2016, 02:30 PM	320	1	96101	Testing – IEP/IFSP related [96101]	Not Applicable	Testing/Evaluation	academic testing. IEP development. Eligibility is SLD.
	Service I	Form 🖌 🤇	📎 Edit 🕴	Add Servio	e Rec	ord	📄 Prin	t			
Then click Edit											
	Servic	e Record									
								Areas Covere	d/Asses	sed:	
	Counsel	ing	V (If Oth	er Specify):							
	(none)		V (If Oth	er Specify):							
	(none)		(If Oth	er Specify):							
If everything looks good, check the box				s service been is service w	en com vas sur	pleted	ed 🗔				
titled: This service was supervised and is				and is appro	ved fo	or billin	g 🗌				
approved for billing					Void	Servio	:e 🗆				
	* Be su	re to enter t	hese key fie	lds.							
Click Accept Changes	Accept	Changes	Cancel Editin	g							
Navigate back to Report (upper left) to go to the next Record.	(← Rep	ort Jos	ephine AAAS	ample (1) >	Servi	ice Rec	ords	Service Re	cord		

OPTION B: <u>Mass Approve</u>						
	Organizational Loca	tion Filter: 🔪	(None)			
Click the More dropdown arrow.	Subscribe Re	efresh	Download 🗸	Print	More 🗸	
Salact Apply Bulk Operation					Send Message with Report	
elect Apply buik Operation				K <	Bulk-Print Setup	/
	[WISD] My Su	ımmary <mark>F</mark>	Report (Recor	ds Need	Bulk-Print Selected Profile Forms	
	ID	Student	Staff	Service	View Audit Log	e
heck off all of the individual Service ecords you wish to approve.	D Last Name	<u>First</u> Name		Date IIn		
,	1 AAASamp	le Josephin	e			
or Apply Bulk Operation drondown						
or Apply Bulk Operation dropdown, lick Set Admin Complete		Ļ			Apply to Soprice Records Chr	ockod
or Apply Bulk Operation dropdown, lick <mark>Set Admin Complete</mark>	Apply Bulk Operation	Set Admin Co	omplete		Apply to Service Records Che	ecked
or Apply Bulk Operation dropdown, lick Set Admin Complete hen click the tab titled: Apply to	Apply Bulk Operation	Set Admin Co	omplete		Apply to Service Records Che Apply to All Service Records i	ecked in Rep
or Apply Bulk Operation dropdown, lick Set Admin Complete hen click the tab titled: Apply to ervice Records Checked Below	Apply Bulk Operation	Set Admin Co	omplete		Apply to Service Records Che Apply to All Service Records i	ecked in Rep
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for Apply Bulk Operation dropdown, lick Set Admin Complete Then click the tab titled: Apply to Service Records Checked Below OPTION C: <u>Mass Approve All</u>	Apply Bulk Operation Supervisory Ap Organizational Loca	Set Admin Co proval > tion Filter:	[WISD] My Sun	nmary Re	Apply to Service Records Cha Apply to All Service Records i eport: Records Needing Appr	ecked I in Rep ro∨al
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