

## IMPORTANT Information for all users in SIRAS

- **The 504 Module now offers a new meeting type '504 Re-evaluation'** which is used to reevaluate the student's eligibility for 504. The same forms will appear as for the 504 Eligibility meeting. You will receive reminders in advance of upcoming 504 Re-evaluations once every three years similar to the annual reminder for 504 Reviews.

Notes

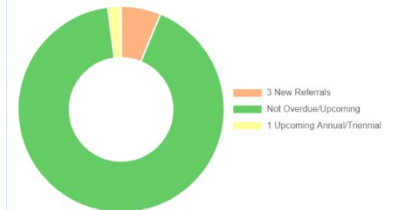
Mark as Reviewed

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- **Service logs:** Document the completion of an IEP service, a supplementary service, an evaluation, or the hours a student worked using the service log.

- **Service log review:** If you are responsible for reviewing a service log that another provider has created, you can now flag it as reviewed, which will be stamped with your name and the date upon your review.

- **Review your current student list in SIRAS.** Use the 'Manage Caseload' button under the Student Info menu to request students to be added or removed from your caseload.
- **Use the Student Data Overview links on your home page to monitor your caseload.** Review your students who have Overdue or Upcoming meetings (annuals due within the next 30 days and triennials due within the next 75 days).
- **Enter most recent scores on the SBAC, CAA and ELPAC into SIRAS.** Go to the Student Info menu/Assessment Info to enter scores and levels.
- **Review your open meetings regularly.** Finalize IEP meetings as quickly as possible, right after parent consent has been received. Finalized IEPs are sent to the CDE as they occur throughout the year. The absence in reporting of a timely IEP meeting appears late.



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- **Print your Finalized meeting** using the print icon in the top right corner in one PDF, including the contact logs, continuations, and scheduling notes.

- **Review meetings finalized last year without parent consent.** Go to Reporting > Meeting Reports > Predefined Reports tab > click Parent Contacted, No Response. Adjust the meeting dates on the query to (7/1/2023-6/30/2024). Students whose last meeting was finalized without consent; we will still be working on the previous year's goals.
- **Share IEPs/Info for Gen Ed forms easily from SIRAS.** IEP/Non-IEP forms are Savable and Printable in Batch. In the Tools menu/Document Library, click the 'Fill in for student' checkbox to enable the ability to save non-IEP forms. Print IEP and Non-IEP forms in batch by going to the Tools menu/Labels and Batch Forms/Batch Forms for your entire found set (your caseload or school).
- **SIRAS Office Hours with SELPA for [Training of Trainers \(ToTs\)/Advanced Users/District Administrators](#) and [504/SST Modules](#) have been scheduled for the 2023-2024 school year.**

Search for possible data discrepancies.

- **HS only:** Students with missing transition services. Go to Compliance concerns/Missing transition services.

- **Preschool only:** [Update preschool program settings](#) in September.

## IMPORTANT Information for SIRAS Data Administrators in SIRAS

- **Get ready for Fall 1 reporting.** Utilize the [data monitoring checklist](#) and [SIRAS4Census](#) day Padlet to prepare.
- **Develop lists and reports for your director.** Find Overdue meetings and/or Meetings without written consent using this help sheet.
- **Review the SSID extract** from CALPADS for students who may not have a record in SIRAS.
- **Search for students without a Case Manager and assign one.**
- **Inactive status has been broken into elements of eligibility vs participation.** We can now track and report when students in your district who are eligible, but not participating. Attend SIRAS Zoominars for more details.
- **The [SIRAS Data Network meetings \(Office hours with SELPA for SPED Data Specialists\)](#) have been scheduled for 2023-2024.**
- The [schedule of SIRAS Support Webinars/Zoominars](#) is posted on the [SIRAS4CALPADS Padlet](#).