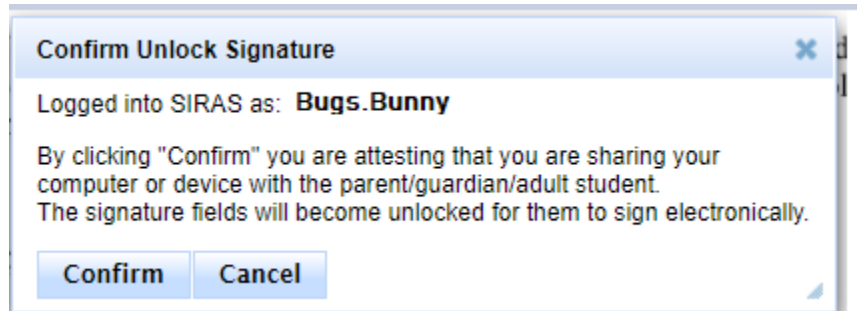


New feature in SIRAS

Now that some IEP meetings will now occur in-person, but the LEA would like to utilize the electronic signature, a dialog box will appear on the parent signature line for the Case Manager to confirm that they are witnessing the parent is signing the IEP (rather than anyone else). This is to be used only for in-person meetings, where the parent would like to sign electronically before they leave the meeting room.



IMPORTANT Information for all users in SIRAS

- Last year we began checking meeting held ONLY after the meeting has concluded. If you have met for the first time and will be continuing the meeting do not check meeting held until the meeting is completely done.
- All active SIRAS records will be grade advanced on the weekend of July 24th-25th and Next Year's Data will be applied.
- Monthly **SIRAS Office Hours with SELPA for Training of Trainers (ToTs)/District Administrators** have been scheduled for the first Thursday of the month 3:30pm-4:30pm for the 2021-2022 school year, beginning August 5. Click on the [Zoom link](#) to join.

IMPORTANT Information for SIRAS Data Administrators in SIRAS

- With the retirement of the CASEMIS program, the role of CASEMIS Clerk in SIRAS will change to SPED Clerk in July. This will happen automatically in SIRAS, no manual changes will be needed.
- The SIRAS grade rollover and advancement of Next Year's Data will occur on the weekend of July 24th-25th. See the instructions posted on the SIRAS homepage for procedures prior to the rollover.
- After the rollover, search for students who you anticipated would have been transferred upon the rollover. For example, review the Statistical Reports for students with Active/Pending status by grade to see if you have students in 9th grade (and you are a K-8 district). If a student will not be continuing with you, inactivate the record and contact the next LEA to have them request the record.
- After the rollover, search for open IEP meetings with dates prior to July 26. Remind staff that IEP meetings will need to be completed when school begins and that the team MUST contact the SIRAS Data Administrator when the meeting is finalized. Then, manually advance the grade level and update the school and providers if needed.
- After the rollover, search for students without a Case Manager and assign one.
- Add Block Access and reassign student associations for staff who are not returning in the fall.
- [Enter Progress Report dates and School Holidays in excess of 5 days](#) in Tools/SELPA-District-School Admin for the 2021-2022 school year.
- Check the [SIRAS4CALPADS Padlet](#) for the SIRAS Zoominar schedule.
- The SELPA's Fall 1 training meeting is scheduled for August 27th, offered via Zoom. Registration to follow.
- Monthly **SIRAS Office Hours with SELPA for Data Specialists** have been scheduled for the third Thursday of the month 8:30am to 9:30am for the 2021-2022 school year, beginning August 19th. Click on the [Zoom link](#) to join.
- Welcome to Placer County SELPA to the SIRAS family of users!