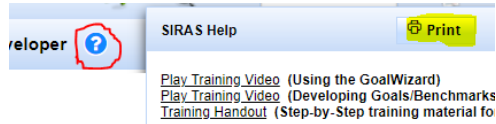


## New features an **IMPORTANT** Information for all users in **SIRAS**

- The blue question mark help buttons now have a print button.



- When using the quick search, and if SIRAS finds only one record, the record will open immediately, saving the user from having to click on the name.
- 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 Upcoming and Overdue meetings for your caseload.**
- Improvements to the Transition to Adult Life, Course of Study and Agencies forms have been deployed. Changes include combining all 3 pages into one form, transition services are now written on the SIS page and there is only one Course of Study form for all students. See the instructions under the blue question mark for more information and attend training on the changes at [TNT on Sept 24](#) and/or from your district. Direct feedback on the forms to [SIRAS](#).
- Enter your students' most recent scores on the SBAC/CAA and ELPAC/VCCALPS into SIRAS. Go to the

Student Info menu/ Special Ed. Profile/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.
- Go to Tools/MyAccount to review your contact information. If your email address has changed, please update it by clicking Edit Account Details, make needed changes and press Update User Account.
- You may continue to use the Service Log to track services provided to an individual student or group of students.
- You can log a service, an assessment, or an activity leading to the completion of a goal. Communicate with your colleagues: SIRAS contains many tools for communication. At the beginning of each school year, fill out the Info for Gen Ed (IEP at-a-glance) for each student and send a link to the form (and goals, behavior plan, health plan) to the staff.
- 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. Click on the [Zoom link](#) to join.

## **IMPORTANT** Information for SIRAS Data Administrators in **SIRAS**

- Follow the Data Monitoring Procedures prior to meeting with SELPA. Procedures are posted on the [SIRAS4Admins](#) and Padlet. Schedule SELPA and/or SIRAS Fall 1 review meetings now. A list of 2021-2022 SELPA/CALPADS Reporting Due Dates is [linked here](#).
- Update program settings for Preschoolers for Fall 1 reporting and for students starting in TK/K this year. Archive the record with a report event date that aligns with the first day of school.
- Archive the incoming IEP information (baseline records) for transfers new to your district before the first meeting is held.
- Review the New Referral List for students with Parental consent unreported to CALPADS. Create an archived record.
- Inactivate student records who did not return to school with an exit date/reason aligned with CALPADS. Inactivate student records with a no-show reason if they were scheduled to enroll in the district for the first time but didn't.

- Review the SSID extract from CALPADS for students who may not have a record in SIRAS.
- Enter your district/school progress report dates in SIRAS to match the regular report card dates to promote consistent progress reporting/benchmarks.
- Enter school holidays that are in excess of 5 days to impact the assessment countdown on the IEP Manager.
- Search Case Manager = *blank* (queries students with no case manager) and assign a case manager.
- Visit the [SIRAS4Ventura Padlet](#) for the Preschool Program Setting Questionnaire, trainings, materials and SIRAS Help specific to our SELPA.
- Check the [SIRAS4CALPADS Padlet](#) for the SIRAS Zoominar schedule. **SIRAS Office Hours with SELPA for Data Specialists** are scheduled for the 3rd Thursday of the month 8:30am to 9:30am. Click on the [Zoom link](#) to join. **Beginner and Intermediate training for New Teachers/Case Managers, Administrators and Specialists** are scheduled. Registration is open on the [SELPA website](#).