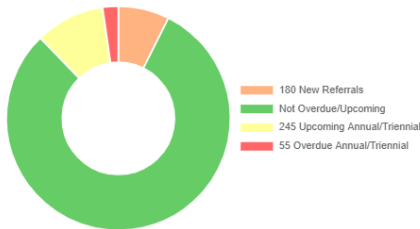


## IMPORTANT Information for all users in SIRAS

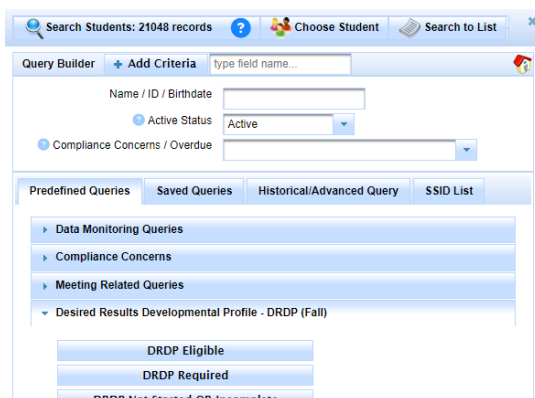
- **Ventura SELPA (only)** staff review the contact updates from Q into [SIRAS Training](#) to see if your district wants Q updating contacts in live SIRAS.
- **Side Menu vs. Tool Bar:** This year, SIRAS implemented a new Side Menu which contains the Student Info, Reporting, and Tools Menus. This has become the default for new accounts, but it is still possible to use the traditional toolbar if you prefer. Go to the Tools menu and near the bottom is the option to switch to the opposite one you currently see active. Additionally, you can go to Tools>My Account and select the one you like under Edit Preferences. After selecting either Side Menu or Toolbar, click on ‘Update Preferences’.
- **Transferring Students between the Special Education (IEP) and 504 Modules:** When a student is exited from an IEP and the team wants to pursue a 504 assessment, wait until the next day at minimum after the meeting is finalized before transferring the file to the 504 module. This allows for the data to be pushed from SIRAS to both your Student Information System and CALPADS with fewer errors. Click [here](#) for further directions
- **CAASPP and ELPAC supports for 2024-2025** have been updated by the CDE with only minor changes this year and have been updated in SIRAS.



• **Edits have been made** on Preschool Strategies and English Language Assessment SIRAS forms and the Meeting Notes Template to reflect changes in ages and grades for the Home Language Survey and ELPAC as well as the DRDP. To access the English Language Assessment form, remember to check the box at the bottom of the Preschool Strategies form.

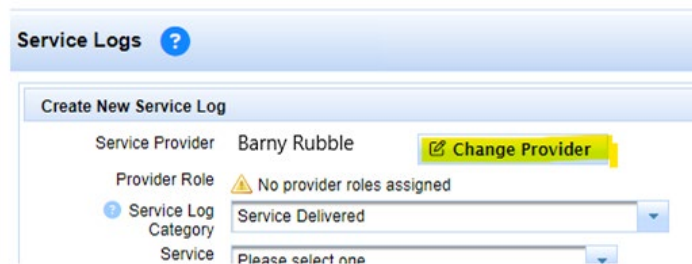
• **Use the Student Data Overview links on your home page to monitor your caseload.** Review your students who have overdue or upcoming meetings (annuals due within the next 30 days and triennials due within the next 75 days). Ensure that meetings are scheduled, held, and finalized in a timely manner.

- **Plan your IEP calendar now if you haven't already.** Work with your team to stay within the IEP timelines, including when the need to reschedule arises. Work with your District Administration regarding IEP continuations and when they are appropriate to use. Schedule and hold continuations within a reasonable time period.
- **Review your open meetings regularly.** Finalize IEP meetings as quickly as possible, right after parent consent has been received. Finalized IEPs are sent to CDE as they occur throughout the year. The absence in reporting of a timely IEP meeting appears late.



• **Review your list of DRDPs that need to be completed.** You can run your list by clicking Search to bring up the query box>open the predefined Queries tab>open the Desired Results Developmental Profile -DRDP (Fall) section>Select “DRDP Required”. Your DRDPs should be entered into SIRAS by November 15, 2024. Remember to use all available data and to avoid having any students listed as “unable to rate” on all items.

• **New Feature in Service Log: Provider Toggle** allows the ability to select a different User instead of yourself (default) as the Provider on a Service Log. As part of this, the user selection dialog box (popup list) gets a list of existing Providers to that student.



- **Join SELPA for SIRAS Office Hours** for [Training of Trainers \(ToTs\)/Advanced Users/District Administrators](#) and [504/SST Modules](#).

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

- **User accounts for agency staff:** Contact [Brian@SIRASsystems.com](mailto:Brian@SIRASsystems.com) for Agency (NPA) staff account creation. Continue to contact Ana Teran [ateran@vcoe.org](mailto:ateran@vcoe.org) for Non-Public School (NPS) staff account creation. Once the accounts are created, add the students to the accounts of the staff serving them. If another staff member needs temporary access because they are supporting a colleague, have them reach out to be added. Please remind them to communicate using student SSID, particularly when not using encrypted email.
- **If you have not sent data from SIRAS recently, please continue to send data** to ensure that all data are in CALPADS for Fall 1 reporting. Do not remove the block date for Census Day. Events after October 2, 2024 will send after the block is removed by our office and SIRAS.
- **Review CALPADS Fall 1 snapshots.** Compare these reports to those you saved on Census Day. Make any needed changes to SIRAS records and send/re-send to CALPADS.
- **Schedule SELPA and/or SIRAS Fall 1 review meetings now.** Follow the Data Monitoring Procedures posted on the [Happy Fox](#) Support Center prior to meeting with SELPA.
- **A list of 2024-2025 SELPA Reporting Due Dates** is [linked here](#). In addition, reference the [CDE Fall 1 2024 Roadmap](#)
- **Fall 1 LEA Approval is upon us.** Refer to the suggested SELPA [due dates](#) and collaborate within your LEA to ensure that all data will be in CALPADS prior to LEA approval. Review problem-solving resources on posted on the [preparing for Fall 1](#) happy fox page, [SIRAS4SPEDredesign](#) and [SIRAS4CALPADS](#) help areas.
- **Program settings will be used to calculate the district's LRE indicators using Fall 1 data.** It is important to review them for accuracy, specifically for the Preschool/TK/K students.
- **Finalize as many IEP meetings dated on/prior to 10/2/24.** Ensure that the meeting data is posted to CALPADS for Fall reporting.
- **Review your meeting delay reasons as of Census Day, 10/2/2024,** using the 16.21 CALPADS report. All students on the reports should have valid [meeting delay reasons](#) prior to your LEA approval.
- **Utilize [the data tracking worksheet](#)** to summarize CALPADS reports for review with SELPA and your director.
- **The deadline for Fall DRDP data in SIRAS is December 13, 2024.** Report students with all Unable to Rate on the DRDP Exception list and access DRDP Help on the [Happy Fox User Manual](#).
- **Join SELPA for monthly [SIRAS Data Network meetings \(Office hours with SELPA for SPED Data Specialists\)](#).**
- The [schedule of SIRAS Support Zoominars/Office hours](#) is posted on the [SIRAS4CALPADS Padlet](#).