IMPORTANT Information for <u>all users</u> in SIRAS
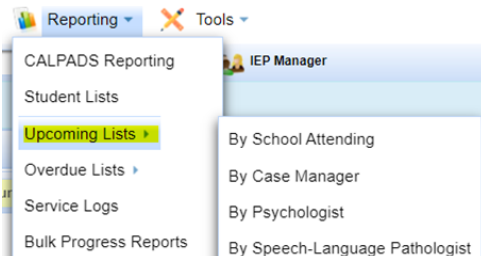
- **Finalizing IEPs**: Check your incoming messages on the homepage to see if signature links from your completed meetings have been received in SIRAS. If the IEP meeting is complete, finalize the meeting.
- **Get Ready for Spring ELA, Math, Science and EL testing**: ELA, Math, Science and ELPAC supports have been updated by the CDE and in SIRAS. Changes to the menus in SIRAS are documented on the CAASPP and ELPAC UDA 21-22 menus, available in Tools/Added forms. To assist the team in determining whether the student will take an alternate to the SBAC or ELPAC, utilize the Alternate Assessment Decision Worksheet, also in Added forms. If the alternate assessment is appropriate for a student in one area, they should take the alternate version for all statewide assessments (ELA, Math, Science, ELPAC). Refer to the alternate assessment guidance from the CDE for more information. Review and edit SBAC/CAA/ELPAC data for your caseload in SIRAS and schedule IEPs to make necessary changes prior to testing. The TOMS Export Procedure Help Sheet contains guidance for case managers on data review, for SIRAS administrative staff on the data export for TOMS and for test coordinators on the upload of test supports and accommodations to TOMS.
- **Personal identifiable information (PII)**: When contacting Siras or staff outside of your local district via email, don't send student names or dates of birth in the email. Please only use SSID and/or student ID and initials. If you send Siras examples to help resolve CERT errors, again only send SSID only CERT/SPED error code and meeting identifier if possible.
- **Attend SIRAS Office Hours with SELPA for Training of Trainers (ToTs)/District Administrators** scheduled for the first Thursday of the month 3:30pm to 4:30pm. Click on the Zoom link to join or visit the SIRAS4Ventura Padlet for the flyer.

IMPORTANT Information for <u>SIRAS Data Administrators</u> in SIRAS

- When **managing user accounts**, you can now view/edit sites on the main User Account interface.

- Review upcoming IEPs using the **Upcoming List**, under the Reporting menu to generate a list of Upcoming IEPs by school, case manager, psychologist, or speech-language pathologist.
- Now that the Fall 1 amendment window is almost over (February 11), continue practicing ongoing **data monitoring procedures**. This includes addressing Errors/Warnings in SIRAS and in CALPADS/View Submissions, sending data to CALPADS weekly, reviewing the results of your Predefined Queries for Compliance and CALPADS concerns, monitoring open meetings for readiness to finalize, reviewing Statistical Reports from SIRAS, reviewing your New Referral List and archiving records with Parental Consent. See the SIRAS4Admins Padlet for a complete list of Data Monitoring Procedures.
- Review the **Accountability Report (16.8) from CALPADS** for overdue IEPs, initials, and missing transition goals. Follow up with IEP teams and in SIRAS to make sure the missing data gets to CALPADS in a timely fashion. Instructions can be found on the 16.8 Help Sheet posted on SIRAS4CALPADS Padlet.
- **DRDP**: The SELPA has now submitted the Fall DRDP. This is the time to print your individual reports that can be shared with parents. Refer to the DRDP Help Sheet on the SIRAS4Admins Padlet.
- **SAVE THE DATE:** The Spring EOY meeting for SIRAS and CALPADS data administrators and is scheduled for Thursday, April 28 8:30-11:30. The flyer will be emailed.
- **Attend SIRAS Office Hours with SELPA for Data Specialists** scheduled for the 3rd Thursday of the month 8:30am to 9:30am. Click on the Zoom link to join or visit the SIRAS4Ventura Padlet for the flyer.