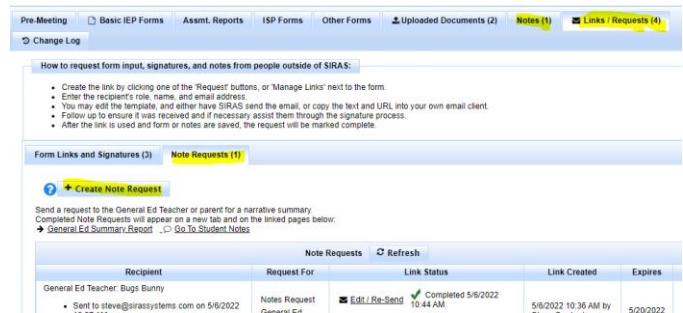
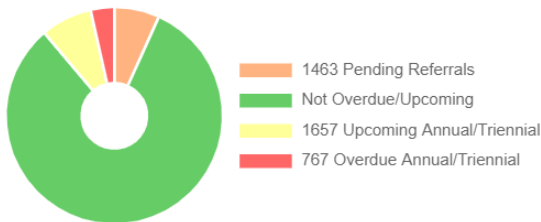


## IMPORTANT Information for all users in SIRAS

- **NEW General Education Information Collection:** This feature, located in the 'Link/Requests' tab in the Forms Manager, will allow the case manager to request information via email link which will allow the recipient to enter text about the student's progress in the general ed classroom and upload associated documents if needed. Click the 'Notes' tab to view the recipient's comments about the student. This feature will allow the case manager to develop a General Education Summary report based on the recipients input. Click [here](#) for more information.



- **Goal Wizard Video:** [GoalWizard Using Common Core Standards](#) by Joanna Della Gatta

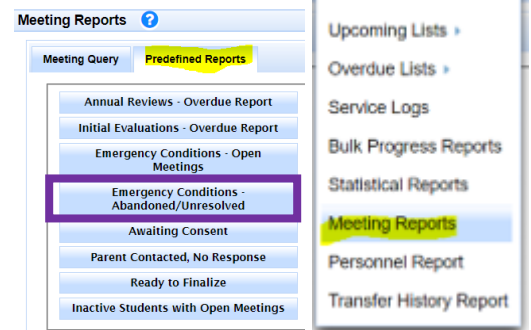


- **Hold and finalize ALL IEP meetings due by 6/30/22 before you leave for summer.** View your homepage Student Data Overview.
- **Schedule all of your remaining meetings for the year.** Go to the Reporting menu/Student Lists/Predefined Lists/DINC 1 and change the "as of" date at the top to 6/30/22 to find all students who have annuals or triennials due by the end of the school year. To view students who have annuals or triennials due within the first

**DINC 1: Overdue Annual/Triennial**

week(s) of next school year, adjust the "as of" date accordingly.

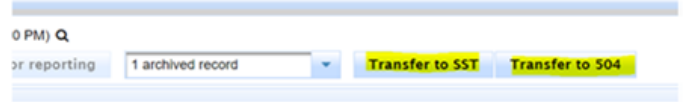
- **Finalizing IEPs before summer break:** Check your incoming messages on the homepage to see if signature links from your completed meetings have been received in SIRAS. If the IEP meeting is complete, finalize the meeting. Resolve IEP meetings without consent. Follow up with Awaiting Consent meetings by sending a copy via mail, providing a copy for pick-up at the school, or do a home visit. Make sure your attempts are documented in SIRAS. Refer to the [Parent Response Help Sheet](#) for more information.
- **Finalize all open IEP meetings dated on or before 6/30/22:** Review your meeting reports by going to the Reporting menu/Meeting Reports/Predefined Reports. Click on Emergency Conditions- Open meetings to locate all your open meetings in SIRAS.



- **Assessment development project:** Siras Systems is looking for volunteers to assist in the development of short assessment worksheets connected to the goal stems when developed in the GoalWizard. Our hope is that we can combine our resources and efforts to develop material for CCSS goal stems. SIRAS Systems will help coordinate and facilitate the development of the assessments, configure, and import the files into SIRAS when complete. This project will take about a year to fully materialize. This cooperative effort benefits the outcomes of the students we serve. Users in the SIRAS family can easily and efficiently develop baselines, evaluate the student's progress toward their goals, determine whether the goal is met and present this evidence at the annual review meetings. Your participation and contribution to this project as a SELPA would be greatly appreciated by many. All participants that assist would be added to our Acknowledgement page for professional recognition. If you are interested in assisting with this project, email Steve Ormbrek at [steve@sirassystems.com](mailto:steve@sirassystems.com).
- **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 SIRAS Data Administrators in SIRAS

- **Record Transfer to IEP | 504 | SST module buttons:** The buttons that allow records to transfer from one module to another (IEP-504-SST) have been moved to the top of the MIS Summary Page. The buttons will not be visible until the record is made Inactive.
- **Compliance Concerns:** Address compliance concerns by reviewing the Overdue Monitoring Report (16.8) from CALPADS for all compliance areas (Initial 60 Day Timeline, Annual, Triennial, Transition Regulations), as of End of Year (6/30). Follow up with IEP teams and in SIRAS to make sure the appropriate meeting data gets to CALPADS before staff leave for summer. Contact SELPA to schedule a district level EOY compliance review. It is most effect to include both the SIRAS Data Admin and District Admin to thoroughly address all concerns.
- **Work-based learning data (WBLR):** Locate/print reports for students who have completed 100 hours of work-based learning and ensure that information is recorded into your SIS. Communicate with your district data team about the status of students who have completed 4 courses of college/career classroom-based experience. Both sets of data should be entered into the SIS by Friday, June 24<sup>th</sup>.
- **Spring DRDP:** DRDP data must be entered into SIRAS and the ALL unable to rate exceptions list completed by Friday, May 27<sup>th</sup>. Refer to the DRDP Help Sheet on the [SIRAS4Admins Padlet](#).
- **Post-secondary outcome surveys (PSTS):** Post-secondary data is due in SIRAS on Friday, June 24<sup>th</sup>. See the Post-Secondary Help Sheets on the [SIRAS4Admins Padlet](#).
- **SIRAS/CALPADS Support:** Attend SIRAS Zoominars for ongoing support. The schedule is posted on the [SIRAS4CALPADS Padlet](#) under Zoominar Schedule. Support for data monitoring procedures are on the [SIRAS4Admins Padlet](#).
- **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.



The screenshot shows a user interface for record management. At the top, there is a search bar with a magnifying glass icon and the text "0 PM)". Below this, there is a section labeled "reporting" with a dropdown menu showing "1 archived record". To the right of the dropdown are two yellow buttons: "Transfer to SST" and "Transfer to 504".